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State Plan

FOR REHABILITATION FACILITIES

1985 ADDENDUM

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STATE OF MONTANA

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

REHABILITATIVE SERVICES DIVISION

VISUAL SERVICES DIVISION

REHABILITATION FACILITIES PLAN

1985 ADDENDUM

BY

WALTER R. DONALDSON, ADMINISTRATOR

REHABILITATIVE SERVICES DIVISION
VISUAL SERVICES DIVISION

HELENA MONTANA

OCTOBER 1985

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DISCRIMINATION PROHIBITED

All programs described in this publication comply with Title VI of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended and the Architectural Barriers Act of 1968, as amended.

F O R E W A R D

The 1988 Addendum of the Montana State Plan for Rehabilitation facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facilities within the state. "Rehabilitation Facility" in Montana means:

1. The facility or host organization is legally constituted and the legal charter, constitution or official statement or purpose implies or directly states it provides rehabilitation services.

2. The major or primary purpose of the organization is to rehabilitate persons.

3. The organization is able to provide multiple services in an integrated and individualized manner.

4. It is anticipated that the organization will provide during the program year an official program which will be purchased under the Rehabilitation Act of 1973.

In this Addendum attention will be paid only to rehabilitation facilities with which the Rehabilitative Services and Visual Services Divisions have a special investment, that is, specifically the rehabilitation work oriented facilities and the rehabilitation medically oriented facility indicated on the enclosed map. Because the Alcohol and Drug Abuse Division of the Department of Institutions is specifically involved in halfway house establishment, program maintenance and certifying as well as the granting of federal funds to such facilities. The Rehabilitative and Visual Services Divisions relate to such facilities only as vendors and occasionally as consultants in the certifying of such.

This thirteenth annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968.

In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1968, and Program Instruction RSA-PI-85-02, this Addendum is designed to maintain the "State Plan" as a current and effective tool in notifying the population of Montana of two (2) things: 1) the high quality of rehabilitation facility services available to all individuals possessing physical and/or mental disabilities that are vocationally handicapping, and 2) the Rehabilitative and Visual Services Division's intent to support either directly via grants or indirectly through the purchase of vocational evaluation and work adjustment services in what they consider to be the only key and necessary rehabilitation facilities in Montana. Those particular facilities are discussed in this state Facility Plan Addendum. It is hoped that this Addendum will fulfill these purposes and that the handicapped people of Montana will benefit from the much needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services and Visual Services Divisions, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.

W. R. Donaldson

W. R. Donaldson, Administrator
Rehabilitative Services Division
Visual Services Division

HISTORY OF THE

MONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1966, in accordance with the 1965 amendments, an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities and Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State plan was set up in four (4) phases identified as follows: 1) preparatory activities, 2) inventory and utilization of rehabilitation facilities, 3) determination of needs, and 4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of Montana's state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half (2½) day seminar to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division (RSD), the Social Assistance Field Division, WIN, Social Security, Vocational Education, Montana Association for Retarded Citizens, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, Aftercare Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, Disability Determination Bureau, Crime Control Commission, Facility Directors and Board Members from Helena, Billings, Butte, and Eastern Montana. Some of these agency names have changed during continuing state reorganization efforts. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal years 1973 and 1974. Since then, block funding has been implemented once. Unless the RSD Regional Office opinion of such changes to one (1) of proponent, block funding will not be utilized again.

During fiscal year 1974, the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services. This deinstitutionalization movement was the beginning of a totally separate service system and philosophy of service delivery for Montana's developmentally disabled, especially, the mentally retarded. Six (6) of the eight (8) rehabilitation facilities reflected in this plan were expanded as a result of the Purchase of Service Contracts on behalf of the DD Adult population. Two facilities were newly established. Such a move has provided for more community utilization of rehabilitation facilities on behalf of the developmentally disabled, now the largest users of such facilities.

The effects of 1974 legislation were felt by rehabilitation facilities, and new legislation, pro-these facilities, initiated the following activities:

I. A certification procedure, utilizing the survey and accreditation procedure of the Commission on Accreditation of Rehabilitation Facilities (CARF).

II. A $200,000 Extended Employment Program.

III. The negotiation of state contracts for the purchase of products not exceeding five thousand dollars ($5,000) with sheltered workshops and work activity centers without complying with competitive bid practices.

These three (3) products of the 1974 legislature were a result of the efforts of the newly organized Montana Association of Rehabilitation Facilities (MARF). Since the 1974 legislative session, the history of the rehabilitation facility movement in Montana has been contained in the implementation of federal and state facility legislation and in the well organized efforts of MARF.

Facility certification after CARF accreditation has been ongoing for twelve (12) years. The eight (8) recognized rehabilitation facilities have been certified. The current policy of the Rehabilitation and Visual Services Divisions regarding facility accreditation and certification is stated in Attachment A.

The Extended Employment Program in Montana was initiated as a result of lobby efforts by the rehabilitation facility directors and concerned parents and guardians of individuals who could benefit from these services. The policy describing the program intent for Extended Employment is contained in Attachment B.

This particular program was appropriated $200,000 for implementation. The first year of the program $75,000 of the $200,000 was given to the Developmental Disabilities Program to pay for extended employment services for only the Developmentally Disabled. The remaining $125,000 was spent for such services on behalf of disabled individuals who did not qualify for any other funding source. Approximately 50 disabled individuals in five (5) facilities benefitted from the services the first year. The second year of the program the total $200,000 was set aside for all disabilities (other than Title XX eligible Developmentally Disabled individuals) needing the services. Approximately 75 individuals in six (6) facilities benefitted from the service. Again in fiscal year 1977, 75 individuals in six (6) facilities benefitted from the Extended Employment Service. 65 individuals in seven (7) facilities were recipients of Extended Employment Services in state fiscal year 1978 and 60 individuals were Extended Employment recipients in state fiscal year 1979. Sixty-three (63) people benefited from Extended Employment in 1980. In 1981, 57 people benefited from Extended Employment Services. Also in 1981, the Legislature approved continuation of the program with an increase of $15,000 a year, making the annual appropriation $215,000 for state fiscal year 1982 and $230,000 for 1983. That level of funding was maintained in 1984, and in

1985. The 1985 Legislature increased that appropriation to $289,200 for 1986, and $298,768 for 1987.

During fiscal year 1975 an application was initiated to provide each of six (6) rehabilitation facilities with Innovation and Expansion (I & E) funds to hire a placement specialist to do job development, job placement and follow-up for the facility clients, with an emphasis on the severely disabled. That application was funded and the project began July 1, 1975. During the first year of that project, the facility job placement staff placed 163 handicapped people, of which 64% were severely disabled. 111 handicapped people (75 severely disabled) were placed the second year of the project. 120 individuals benefitted from the job development, job placement and follow-up services during the third and final year of this project. A similar I & E project was initiated October 1, 1978, but in two (2) new rehabilitation facilities.

Six of the rehab facilities involved in the original I & E job placement grant are now under contract to the Rehabilitative Services Division to continue the provision of job development, job placement and follow-up activities on behalf of vocational rehabilitation clients. Those five (5) job placement efforts netted 193 22's for the state fiscal year ending June 30, 1979. Another special placement effort was initiated on a fee for service basis at a sixth rehabilitation facility. The six (6) special placement efforts netted 102 26's for the state fiscal year ending June 30, 1980. 1981 netted 150 placements. 161 placements (73 severely disabled) were made in 1982, 163 in 1983, 155 in 1984, and 149 in 1985.

Also, during fiscal year 1976 all eight (8) rehabilitation facilities initiated program evaluation within their facilities to begin the measurement of overall program effectiveness and administration. Via these systems, data has been and will continue to be provided annually to the Rehabilitative and Visual Services Divisions in a Management Information System (MIS). This data allows the Divisions to make knowledgeable decisions regarding facility usage and funding. See Attachment C. That bill was amended in the 1985 Legislative Session to simplify purchasing procedures.

While the facility legislation eliminating the necessity for competitive bidding on state agency purchases up to $5,000 has been on the books since 1974, the use of this possibility by the state has not been broad based. Because of inactivity in this area, MARF was a lobbying force for state "set aside" legislation during the 1977 session. The legislature did pass a bill requiring state department and other political subdivisions of the state to purchase products and services from sheltered workshops and work activity centers. This bill has been signed into law, and procedures for implementation do exist.

MONTANA'S FACILITY PROGRAM

I. REHABILITATION FACILITY ADVISORY COUNCILS

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council existed for four (4) fiscal years, nor could exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the later case, only if federal law or regulations required the creation of a facility advisory council as a condition for the receipt of federal facility funds.

However, during fiscal year 1976 an Advisory Council for the Rehabilitative Services Division and one for the Visual Services Division were appointed by the Governor. These two (2) Councils for the Divisions are advisory in all phases of the vocational rehabilitation program, and include among their members representation from the Montana Association of Rehabilitation Facilities (MARF), a non-profit organization organized to stimulate and offer assistance to its member agencies. Their efforts to provide quality habilitation and rehabilitation for handicapped individuals regardless of age, race, color or sex; and representation from a Part B Independent Living Center. Thus, they are advisory to the rehabilitation facility movement in Montana. As advisor to the facility movement, the role of the Councils is as follows:

Purpose

Represent public and private interests as they pertain to rehabilitation facility planning.

Serve in an advisory capacity to the rehabilitation agency facility staff.

Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

Function

The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.

The Councils will advise on:

Current status of rehabilitation facilities in Montana (See Attachment D - 1981 - RSD Council Resolution).

Immediate and long-range needs of Montana rehabilitation facilities.

Requirements and standards for continuing program to evaluate such needs.

The effectiveness of programs developed to meet these needs.

The Advisory Councils, in addition, will be concerned with the following:

Sources of information to the planning staff as to problem areas of rehabilitation service deficiency.

Methods of maintaining quality service and effective utilization of centers.

Upgrading and expanding existing facilities prior to new development.

Rehabilitation facility need based on population, geography, and disability factors.

Development of a priority list for rehabilitation facilities.

Methods of implementation of final recommendations to solve current needs.

Independent living rehabilitation.

II. MONTANA'S FACILITIES PROGRAM

The state VR agency facility specialist in Montana is a generalist who performs the following diverse functions in addition to wearing many other hats.

The facilities specialist must know and be able to explain to others the general philosophy, practices, and procedures of vocational rehabilitation and of the state agency for which he or she works. The audience will include state agency personnel, facilities staff and board members, consumer groups, and other interested groups or individuals.

The facilities specialist must be able to recognize and analyze needs for services, to strengthen successful existing patterns of services delivery, and to develop new ones. After informing other vocational rehabilitation personnel and facilities directors of unmet needs, the specialist serves as a consultant in the development of new ways and means to meet these needs.

As a consultant, the facilities specialist interprets federal and state guidelines for the wide variety of grant programs available to rehabilitation facilities and workshops. The specialist provides assistance to applicants in the preparation of grant applications and recommends approval or rejection of applications. Also, the specialist administers and monitors ongoing grant programs to insure that federal and state requirements are adhered to and that the goals and objectives of grant projects are met.

The facilities specialist acts as liaison between the two (2) most important elements in the delivery of direct services to clients--the rehabilitation counselor and the facility or workshop--insuring both that the counselor is aware of the services offered by the facility and that those services meet the needs of clients referred to it.

At any given time, the rehabilitation facilities specialist is involved in public relations, is a consultant, an analyst, a researcher, an administrator, an arbitrator, a coordinator of multifaceted and diverse programs. Whichever function he or she is performing; however, all activities are directed toward meeting the service needs of handicapped and severely handicapped persons.

Also, a VR counselor in each service delivery area is a facility liaison counselor providing the primary network of communication between the state agency and the facilities.

III. FACILITIES NEEDS STUDIES

A. Facility staff training needs, see Attachment E.

B. Establishment:

1. Purpose and estimated cost. See Administrative Rules of Montana (Attachment F).

2. Montana's legislature did not budget establishment costs for Montana's VR program.

C. Construction:

1. Purpose, area, kind, estimated cost - See Administrative Rules of Montana (Attachment F).

D. Facilities and Services to Groups:

1. Purpose, area and estimated cost. See Administrative Rules of Montana (Attachment G).

2. Montana has one (1) Services to Groups Grant for $2,400 to provide reader services to blind and learning disabled students.

E. Technical Assistance - If federal technical assistance dollars were available, the majority of Montana rehabilitation facilities would be most interested in such to help develop new business ventures and to assist with strategic short term and long term planning.

F. Other RSA Grants - Two private non-profit independent living centers receive Part B funds. On August 1, 1985, Montana VR advertised the availability of Part A monies. The two (2) VR Divisions and the Developmental Disabilities Division are jointly applying for the $4.5 M Supported Employment Discretionary Funds to convert to community based supported employment programs.

G. Other Funding Resources - Montana VR is a program operator for Montana's Job Training Partnership Act (JTPA) authority. As a program operator it has referred and received services from rehabilitation facilities for eleven percent (11%) of its JTPA clients.

Montana VR is the recipient of state funds (with no available federal match) known as VR - Extended Employment dollars (see Attachment D). These dollars are funnelled to the seven (7) larger rehabilitation facilities to pay for work activity or sheltered employment services on VR clients rehabilitated into sheltered employment.

IV. GOAL OF MONTANA'S FACILITY PROGRAM

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitation services to the greatest number of handicapped.

The concerns in making a judgement on requests for funding development and expansion are the need for what is requested and the needs of already existing programs. In other words, a discrete decision is called for that will promote the quality of the already existing facilities.

The priority regarding Montana's rehabilitation facilities is the strengthening and expansion of the eight (8) current quality facilities to their highest level of achievement in service provision.

Four (4) ways of achieving this priority are:

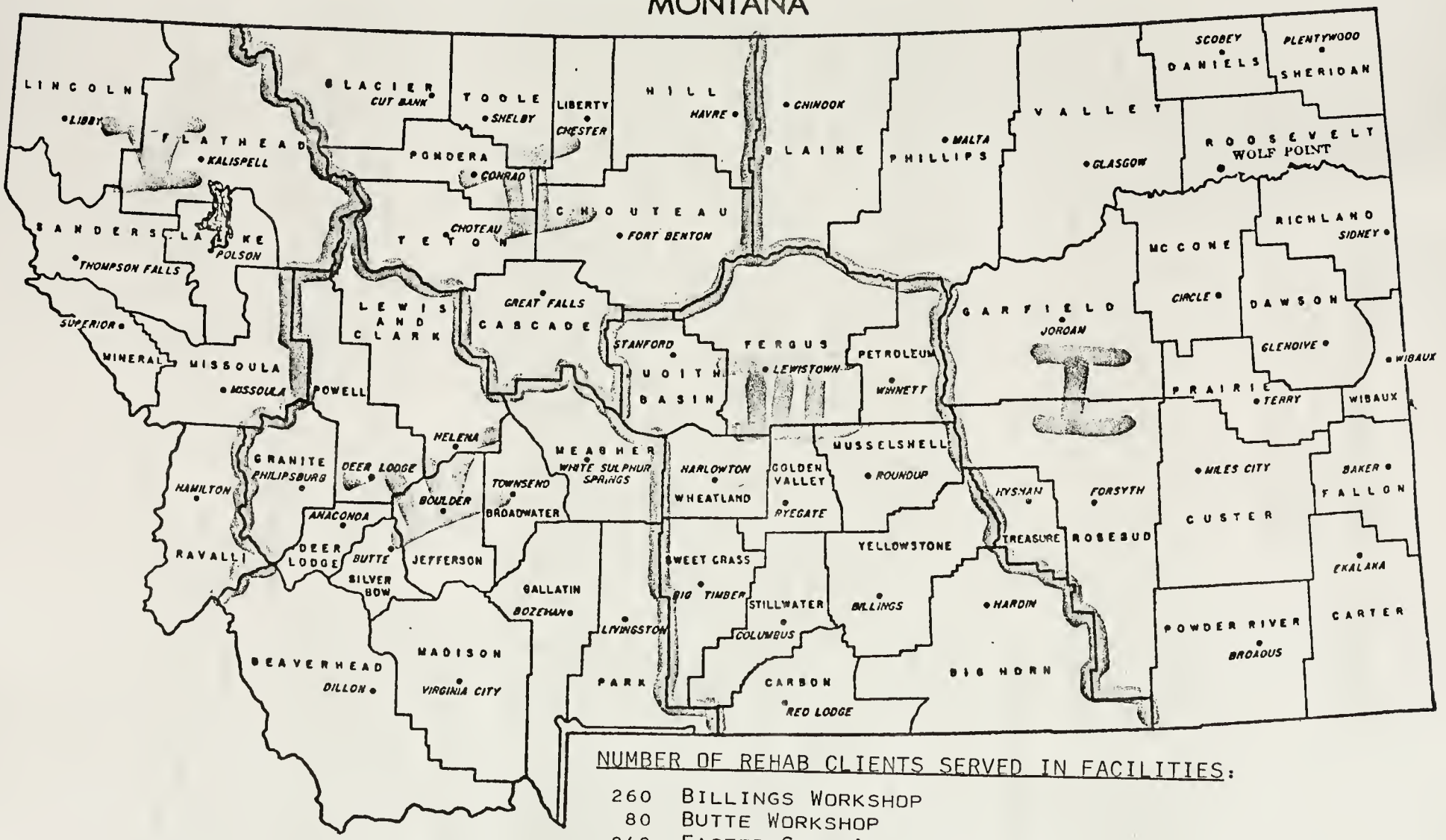
1. The inclusion of facility staff in as many RSD/VSD staff development sessions as appropriate. This has been and will continue to be an ongoing policy.

2. The specific provision of some state and/or regional in service tailored to facility staff needs.

3. The provision of facility technical assistance (TA) under both the Federal TA and the proposed State TA programs.

4. The awarding of limited grants when the need is well justified.

MONTANA



NUMBER OF REHAB CLIENTS SERVED IN FACILITIES:

260	BILLINGS WORKSHOP
80	BUTTE WORKSHOP
249	EASTER SEAL ADULT TRAINING CENTER
71	EASTERN MONTANA INDUSTRIES
94	FLATHEAD INDUSTRIES
177	HELENA INDUSTRIES
-	MISSOULA OPPORTUNITY (NO FIGURES AVAILABLE)
286	MISSOULA REHABILITATION CENTER

BILLINGS WORKSHOP, INC.

200 South 24th Street
Billings, MT 59101
(406) 248-9115

The Billings Workshop, Inc., is a private non-profit corporation which has been providing habilitation and rehabilitation to the disabled since January, 1971. It is governed by a twelve (12) member Board of Directors. A well qualified staff of twenty-seven (27) persons provide the following services.

WORK ADJUSTMENT TRAINING

This is an individualized training program of developing good worker habits while the client is engaged in real work, producing marketable products and services in an actual work setting, supported by vocational counseling and classroom activities.

Clients referred for this service should be considered competitively employable in the near future.

Services in this program include training in general appearance, attendance and punctuality, worker attitude, worker characteristics, work performance, work quantity and work quality. Client progress in these areas is evaluated in individual monthly staffing sessions. The client also is exposed to a variety of work environments in Community Work Sites, woodworking, small assembly or janitorial areas. For these persons lacking occupational goals, vocational exploration activities are offered. As the client becomes competitively employable, he is referred for job seeking skills training, through Job Club, in preparation for placement. After a client is placed, a one (1) year follow-up is provided to ensure successful placement.

EXTENDED EMPLOYMENT

This service is designed for those persons who are not considered to be competitively employable in the near future. A wider spectrum of services is offered to these clients, ranging from training in such areas as personal hygiene, functional academics, appropriate inter-personal communication and behaviors to skill training in the real work production area.

Progress of these clients is reviewed at least quarterly in individual staffing sessions. If a client exhibits proficiency in all levels of evaluation, he may be referred to the Work Adjustment Program, and then prepared for Job Placement.

BILLINGS WORKSHOP, INC. (Continued)

VOCATIONAL EVALUATION

Vocational Evaluation is a diagnostic service designed to assess a person's work potential and work related behavior. The evaluation process uses a standard but comprehensive system which includes the Valpar Work Component Series, JEVS job samples, dexterity tests, the Singer-Graflex system and supplemental psychometric tests. Clients referred to this service come from the Rehabilitative Services Division, Worker's Compensation, School Districts, as well as occasional referrals from Vo-Tech, the Veteran's Administration, private insurance carriers and attorneys.

JOB READINESS/PLACEMENT AND FOLLOW-UP

This service is offered to persons who need assistance in selecting an occupation, learning how to find and how to keep a job. Following formal training, the client begins the job search with the assistance of the Job Placement Specialist. The counselor provides a one (1) year follow-up on clients after they have been placed on a job to ensure successful placement.

CERTIFICATION AND LICENSING

The facility complies with local fire, safety and health codes and is certified by the US Department of Labor's Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and approved by the Occupational Safety and Health Administration.

* * * * *

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Peraon (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year Title			5 Daily Caseload Title			6 Daily Capacity Title			7 % of Utilization Title			8 Types of Contracts/ Subcontracts
			Rehab	XX	Other	Rehab	XX	Other	Rehab	XX	Other	Rehab	XX	Other	
Billings Workshop, Inc. 200 South 24th Street Billings, MT 59101 (Yellowstone) (406)248-9115 Gail Neel - Exec. Director R. M. Rosa - Rehab Programs Director Department Managers - Finance, Rehab, Operations C.C.C. Manager (1) Vocational Evaluator (1) Program Coordinator (1) Job Placement Specialist (1) Administrative Assistant (1) Program Trainers (5) Production Supervisors (4) Production Foremen (3) Janitorial Night Crew Supervisors (2) Pickup-Delivery Person (1) Non-Handicapped Support Workers (3) Barrier Free CARF 1987	Vocational Evaluations Work Adjustment Training Extended Employment Job Placement and Follow-up Job Club Occupational Investigation Vocational Counseling Developmetnal Trng. Behavioral Counseling Group Counseling Self Help Skills Referral to Support Services Outplacement Counselling	All Client Served MR 29% Mentally Ill 12% Hearing Impair. 0% CP 4.0% Vis. Imp. 1.0% Med/Orth. 44% Substance Abuse 2.0% EP 3% TOTAL 284	160	92	27	21.4	62.3	.56	20	62	1.80	107	100.4	31	Sub Contracts: Small Assembly/disassembly packaging, collating, mailing. Contracts: Manufacturing wood products. Janitorial Services. Retail sales of building & construction materials, i.e., garbage can rack real estate signs furniture pin flags

BUTTE SHELTERED WORKSHOP, INC.

207 South Montana Street
Butte, MT 59701
(406)

The Butte Sheltered Workshop is a private, non-profit corporation, that has been serving handicapped people for seventeen (17) years. The Workshop is governed by a Board of Directors and services are provided by a thirty-seven (37) member staff.

The primary goal of the Butte Sheltered Workshop is to provide vocational adjustment, social adjustment, sheltered employment and residential services to mentally and physically disabled individuals, in order to maximize their independent living capabilities and to obtain an earned income. The Workshop is CARF accredited in Vocational Evaluation, Work Adjustment Training, Work Services, Activity Services, and Residential Services.

The services provided by the Workshop are briefly described below:

VOCATIONAL EVALUATION

A five (5) day program which explores and assesses an individual's interests, skills and abilities. This is done through the use of work samples (including the Singer-Graflex and Valpar Systems), psychometric tests, interviews and actual work tryouts, both within the Agency and on outside job sites.

At the conclusion of the evaluation, the Vocational Evaluator's observations and recommendations are reported to, both the evaluee and his referring counselor. The report addresses the evaluee's feasibility for employment, his vocational assets and limitations and the steps needed to ready him for competitive employment.

The Vocational Evaluation Department also offers a one day Career-exploration program. This utilizes the Montana Career Information System which allows the client to explore careers available in Montana, their descriptions and requirements, number of positions available and the outlook for growth for each career. Career Exploration also informs the client where to obtain the necessary training or schooling.

EXTENDED EMPLOYMENT

Extended employment provides work experience and pre-vocational training for those clients who are not ready for competitive employment. Individual instruction in various work skills,

BUTTE SHELTERED WORKSHOP, INC. (Continued)

proper behavior on the job, appropriate grooming and hygiene, and academic skills are provided to the clients in this program.

The combination of work training and pre-vocational training is designed to enhance the client's employability and maximize their earnings in a sheltered environment.

WORK ADJUSTMENT TRAINING

Work adjustment is an orientation to the world of work. It is a treatment training process using work in assisting the individual in understanding the meaning, value and demands of work. The ultimate goal is the return of the individual to the competitive labor market.

Counseling and behavior modification techniques are also utilized in helping the client attain his/her goals.

The client, in work adjustment training, works in the production areas of the Workshop, on sub-contract or manufacturing. They are paid based on their productivity.

RESIDENTIAL SERVICES

The Workshop provides residential services through two licensed Community Group Homes and a licensed Transitional Living Apartment building.

These residential services provide supervision and training in self-help and community life skills.

PRE-VOCATIONAL SKILLS

The Pre-Vocational Skills Program is designed as a social adjustment program, providing the client social skills, adademic skills, functional living skills and work activity skills, which will enable the individual to achieve social independence, decrease dependency and increase productivity.

The program utilizes group and individual instruction in such areas as grooming and hygiene, coin recognition and money management, basic math and time telling, language skills, personal safety, shopping and community awareness.

The clients work on miscellaneous contracts and salable arts and crafts products which develop their work skills.

BUTTE SHELTERED WORKSHOP, INC. (Continued)

Physical fitness and recreational opportunities are an integral part of the program. The client may participate in bowling, swimming and a weekly physical fitness class.

The Pre-Vocational Skills Program addresses the specific needs and educational deficiency of each person enrolled in the program.

FOOD SERVICE TRAINING

The purpose of the Food Service Program is to instruct handicapped men and women in food service areas, such as: kitchen helpers, salad girls/boys, steam table helpers, pot scrubbers, chef's helpers and in kitchen maintenance.

The program is designed to provide actual situations as realistic as possible, that a client would find in restaurants, hospitals and institutions. It provides on-the-job training as they assist in preparing a meal a day for approximately sixty (60) people.

FUNDING

Funding of the Workshop is by the Rehabilitation Services Division, Developmental Disabilities Division, United Way, donations, Federal and State Grants and production income.

The Workshop is located at 207 and 209 South Montana Street and the residential living centers at 1001 Galena, 221 North Exclesior and 701 Hobson. The NISH Work Center is located at 17 East Galena.

* * * * *

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year Title			5 Daily Caseload Title			6 Daily Capacity Title			7 % of Utilization Title			8 Types of Contracts/ Subcontracts
			Rehab	XX	Other	Rehab	XX	Other	Rehab	XX	Other	Rehab	XX	Other	
Butte Sheltered Workshop 207 So. Montana Butte, Montana 59701 (406) 723-6501 Silver Bow County Robert T. Kissell - Director Lew Rotering - Admin. Assistant (RCP) Executive Secretary (1) Client Services Secretary (1) Pre-Vocational Skills Instructor (4) Pre-Vocational Skills Assistants (2) Pre-Vocational Skills Supervisor (1) Production Coordinator (1) Work Supervisors (2) Residential Services Supervisor (1) Evaluator (1) Evaluation Aide (1) Bookkeeper (1) Payroll Clerk (1) Office Clerk (1) Production Coordinator Secretary (1) Sewing Contracts Manager (1) Vocational Rehabilitation Trainer (1) Quality Assurance Trainer (1) Group Home Managers (3) Night Attendants (2) Living Skills Trainers (2) Weekend Relief Attendants- Part-time (5) Social Activities Trainer- Part-time (1) Barrier Free CARF 1987	SHELTERED WORKSHOP Vocational Eval. Work Adjust. Trng. Food Service Trng. Extended Employment Pre-Voc. Skills Sheltered Employmt Counseling Physical Fitness Social Adjust Trng Residential Svcs.	Blind Visually Impaired Hard of Hearing Deaf Mentally Ill Mentally Retarded - Not DD Mentally Retarded Cerebral Palsy Epilepsy Epilepsy Not DD Char/Personality Disorder Addictive Disorder Other Othopedic or Medically Disabled TOTAL 166	3 4 2 11 2 7 43 76	4 1 3 74 3 4 1 90*	- -	11.5	76	-	7.5	76	N/A	154%	100 %	N/A	Contracts NISH - Boot Liners for the Military Mailing Pen Assembly Packaging Sewing Tool Bags Bank Bags Sale of Wood Items Lathe Survey Stakes Adult & Children's Picnic Tables Cradles Rocking Horses Planters Signs Garbage Can Racks Benches Sale of Arts and Crafts Items Work Crews

* Includes 4 group home people who do not attend the workshop.

EASTERN MONTANA INDUSTRIES

Box 636
Miles City, MT 59301
(406) 232-3740

During the fourteenth (14th) year of its operation, this private, non-profit facility is offering the following service system:

WORK ACTIVITIES CENTER

The Work Activities Center provides a sheltered settin in which the severely disabled can receive vocational training and work experience. Clients receive training in basic work skills and in skills specific to the various production ares of the workship. Although the primary training emphasis of the program is vocational, supplemental training is provided in the areas of Functional Academics and Independent Living Skills. Special Education Services are available to clients in the 16 - 22 age range.

TRAINING CENTER

The Training Center is designed to teach prerequisite skills needed for entry into other ares of the Work Activities Center. A wide variety of training is available, including basic self-care skills, pre-vocational and basic vocational skills. Functional academic training is also a component of the Training Center.

The Training Center acts as an intake and orientation unit for the majority of new WAC clients. The Training Center also serves as the base for staff development. New employees spend a week here going through the E.M.I. Training Model.

WORK ADJUSTMENT TRAINING

Work Adjustment Training (WAT) focuses on the client's acquisition of Positive Worker Traits, such as: punctuality, attendance, good personal hygiene, cooperativeness, high quality and quantity of work, and positive work attitudes. This emphasis will help the client adapt to any work setting because these traits are common to all work environments. Additionally, WAT clients receive classroom training in Job Seeking Skills, and the World of Work. Adult Basic Education and Drivers Education are also available to clients in this program.

EASTERN MONTANA INDUSTRIES (Continued)

Work Adjustment Training is a part of EMI's VECA Program (Vocational Evaluation, Career Awareness). VECA is not located within the main EMI facility, but is headquartered in a building convenient to the downtown area.

VOCATIONAL EVALUATION

This program is a Work Sample Evaluation System. This process assesses the client's productive potential through simulated work stations. Clients are exposed to a number of simulated job tasks they might encounter on a job, such as in reasoning, judgement, and overall organizational ability. The client is then rated on attitude, speech, quality, dependability and punctuality. An attempt is made to realistically assess the vocational potential of each client. This program remains mobile in order to serve a primarily rural population and covers an area encompassing over ninety thousand (90,000) square miles.

Vocational Evaluation is the other component of EMI's VECA Program.

TRANSPORTATION

Transportation Services are available to all individuals participating in any program at Eastern Montana Industries, for the purposes of, but not limited to, transportation to and from the facility, medical and dental appointments, and any ancillary services provided for in the resident community.

GROUP HOME

The four (4) group homes are a seven (7) day a week, full-time program. The trainers are involved in the training of clients in personal care skills, self-help skills, and community living skills. Training includes areas such as dressing, grooming, bathing, cooking, laundering, money management and recreation. The emphasis of the home is to individualize the program to aid the client in acquiring the skills necessary to become an active, integral member of a home living situation. Three (3) of the homes serve adult clients and one (1) of these homes is primarily designed for the physically handicapped. The fourth (4th) home, which is also barrier free, is for children.

EASTERN MONTANA INDUSTRIES (Continued)

INDEPENDENT LIVING

Independent Living Training is available to clients who are capable of living in the community with minimal guidance. They receive training designed to promote their independence in daily living skills such as cooking, hygiene, budgeting, and use of checking accounts. Sex education is also a component of Independent Living Training. Most clients in this program live in their own apartments and are visited on as "as needed" basis by the trainer.

RSD5/e

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served		4 # Served Last Year Title Rehab	 Title XX	 Other	5 Daily Caseload Title Rehab	 Title XX	 Other	6 Daily Capacity Title Rehab	 Title XX	 Other	7 % of Utilization Title Rehab	 Title XX	 Other	8 Types of Contracts/ Subcontracts
Eastern Montana Industries	Work Activities	Work Activities														Sales of donated items
805 South Haynes Avenue	*****	MR - DD	58	0												*****
Miles City, MT 59301	Extended Employment	CP - DD	3	0	61	2		54	2		51	Variable		106%	100	Aluminum Recycling
	*****	Epilepsy - DD	1													*****
Custer County	Vocational Evaluation	Other - DD	1													Manufacture of cedar products (cedar chests and gun cabinets)
	*****	TOTAL	63													*****
Executive Director: Darvin Brockway (406) 232-3740	Work Adjustment	Extended Employment														Refinishing furniture
	*****	Mentally Ill	3													*****
Sherman Weimer, Program Director	** Service provided	MR - Not DD	3													Manufacture of miscellaneous items (garbage can racks, stakes, salt feeders, etc.)
Mike Swanson, Vocational Eva. (RCP)	by each program is	TOTAL	6	6			4			5			83%			*****
Sue Nielson, Work Adjustment Coord.(RCP)	listed on separate	Vocational Eval.														Auto Detailing
Barbara Cole, Work Activities/Extended Employment Counselor (RCP)	sheet	Epilepsy, DD	1													*****
Administrative Staff (3)		Vis. Impaired	4													Manufacture of industrial wipers
Training Supervisor II's (2)		Mentally Ill	3													*****
Independent Living Coord. (1)		MR - Not DD	7													Assembly of Pens & Patient Care Kits
Training Specialist (1)		MR - DD	6													
Training Supervisors (7)		Char/Pers Dis	6													
Group Home Manager (1)		Other Orth. or medically Dis	27													
Group Home Trainers (18)		TOTAL	54	52		2	4			4			108%			
Group Home Trainer SUbstitutes (5)		Work Adjustment														
Driver (1)		Vis. Impaired	1													
Store Clerks (3)		MR - Not DD	4													
		MR - DD	1													
		MR - CP	1													
		Char/Pers Dis	1													
TOTAL 47 Employees		Mentally Ill	2													
		Other - Med. & Orth.	3													
Barrier Free		TOTAL	13	11		1	5.3			5		Varies	106%			
CARF 1987		TOTAL	136													
		UNDUPLICATED	122													

NORTHERN ROCKY MOUNTAIN EASTER SEAL SOCIETY

4400 Central Avenue
Great Falls, MT 59405
(406) 761-3680

The Easter Seal Adult Training Center is a training facility serving developmentally disabled (mentally retarded, epileptic, autistic and cerebral palsy), physically disabled and emotionally disabled adults. The program is funded in part by a contract between the Easter Seal/Goodwill Industries of Montana, Inc., and the State of Montana Department of Social and Rehabilitation Services (SRS). Easter Seal/Goodwill Industries of Montana, Inc., is the program vendor with Adult Training being a Division of Easter Seal Goodwill's statewide services. Other funding is provided through Easter Seal/Goodwill contributed income, local school district service fees, income generated in the Adult Training commercial area and other sources.

The Adult Training Center is responsible to the Easter Seal/-Goodwill Industries Board of Directors and to the local Adult Training Advisory Board. The Adult Training Center itself is administered by one (1) Director and forty-two (42) other staff, consisting of one (1) Program Director, one (1) Director of Manufacturing and Sales, one (1) Job Placement Specialist, five (5) Program Managers, seven (7) Program Aides, one (1) Work Adjustment Supervisor, one (1) Evaluator, ten (10) Production Supervisors, eight (8) Supplemental Services Trainers, one (1) Commercial Coordinator, one (1) Administrative Assistant, one (1) Secretary, one (1) Accountant, two (2) Bookkeepers, one (1) Chief Engineer, and one (1) Custodial Assistant. Other staff provided by the Easter Seal Society for use by the Adult Training Center are: one (1) Personnel Officer and one (1) Accountant.

PROGRAM AND PROGRESS REPORTS

The mission of the Adult Training Center is to provide pre-vocational training, life skills training, work activity, vocational assessment, work adjustment, extended employment, placement services and chronic pain management services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize the individual's vocational potential and earned income ability. It is further the purpose to maintain responsiveness to the current and future needs of handicapped individuals.

Referrals to the Adult Training Center may come through a variety of agencies, including: The Montana Department of SRS, School District and others. A community wide needs assessment team is responsible to finally determine the most appropriate program services for the client. A facility screening committee assists in initiating the services.

NORTHERN ROCKY MOUNTAIN EASTER SEAL SOCIETY (Continued).

WORK ACTIVITY PROGRAM

The goal of the Work Activity Program is to provide extended training, pre-vocational and work oriented production training, and supportive services to vocationally handicapped adults who are physically and/or mentally disabled in order to maximize their earnings while in a sheltered or semi-sheltered environment and their capabilities to progress into a less restrictive training or employment environment.

As appropriate, clients are exposed to real work situations, with varying degrees of supervision, in order to provide training and specific work skills, work attitudes and behaviors appropriate to a work setting. Clients also participate in an individual supportive service program designed to remediate deficiencies in a wide range of work related skills such as money recognition and use, time telling, hygiene and basic health, safety and job seeking skills.

VOCATIONAL SERVICES PROGRAM (CAREER DEVELOPMENT ASSOCIATES)

1. Evaluation and planning is designed to assist injured and handicapped workers and to develop appropriate vocational goals. Real and simulated work tasks and a variety of diagnostic assessments supplemented by medical, social, educational, vocational, and psychological data are utilized to assess specific and general skills and abilities, aptitudes and interests, personality and temperament, values and attitudes, motivations and needs, physical capacity and work tolerance, educatability and trainability, social skills, work habits and employability.

   A recent addition to evaluation services is Mobile Evaluation serving central Montana and the North Highline. Mobile Evaluation includes all of the above testing.

2. Work Adjustment Training is a short term training program designed to increase physical and/or emotional tolerances for work pressure, build self-confidence, develop acceptable work habits and attitudes, provide work experience, work history, work records and teach job seeking skills. Assignment to a variety of work stations and individual counseling are utilized.

3. Extended Sheltered Employment provides employment in a sheltered environment to improve work tolerance, productivity, and general quality of life.

4. Career Development and Placement provides job development services as well as counseling to develop an individualized placement plan, career exploration, placement support and follow-up services.

NORTHERN ROCKY MOUNTAIN EASTER SEAL SOCIETY (Continued).

5. Chronic Pain Management Services. Outpatient, community-based services designed to help individuals gain control of pain and reduce dependence on medications.

* * * * *

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year Title			5 Daily Caseload Title			6 Daily Capacity Title			7 % of Utilization Title			8 Types of Contracts/ Subcontracts
			Rehab	XX	Other	Rehab	XX	Other	Rehab	XX	Other	Rehab	XX	Other	
Easter Seal Adult Training Center 4400 Central Avenue Great Falls, Montana 59405 (406) 761-3680 Cascade County Donna Grummer - Director of Programs Peggy Mathews - Vocational Services Director Administrative Staff (5) Program Directors (2) Director of Manufacturing & Sales (1) Commercial Coordinator (1) Health Education (1) Job Placement Specialist (1) Program Managers (4) Production Supervisors (10) Program Aides (6) Supplemental Svc Trainers (8) Chief Engineer (1) Custodial Assistant (1) Work Adjustment Supervisor (1) Evaluator (1)	Work Adj. Trng Job Seeking Skills Training Career Development Job Placement & Follow-up Generic Work Exp. Vocational Eval. On-the-job Eval. Functional Academ. Referral to Other Community Svcs. Extnd. Employment Chronic Pain Management Svcs. <u>Outreach Training</u> WORK ACTIVITY PROG. Pre-Voc Skills Trng Work Orientated Production Skills Training Referral to Other Internal Programs & Community Support Services Functional Academics Life Skills Training	Cerebal Palsy-Not DD (6) MR - Not DD (31) Mentally Retarded-DD (108) Epileptic - Not DD (4) Epileptic DD (2) Mentally Ill (17) Deaf (5) Orth/Med Disabled (81) Char/Pers Disorder (21) Addictive Disorder (1) Lrning Disabled (8) Heart Disease (11) Other (29)	220	104	0	17	92	0	20	104	0	85%	88%	0%	Woodworking-Industrial Manuf. Wooden Toy & Gift Manufacture Mailing Services Hospital Admission Kit Packaging Picture Framing (Barnwood, Oak, Walnut, etc) Small Assembly Maintenance Off-site Janitorial
<u>Barrier Free</u> CARF 1986 FACILITY PLAN INVENTORY 84/85 RSO4/f-8		TOTAL 324	220	104	0	17	92	0	20	104	0	85%	88%	0%	

FLATHEAD INDUSTRIES FOR THE HANDICAPPED

305 Third Avenue East
Kalispell, MT 59901
(406) 755-7656

Flathead Industries for the Handicapped (FIFTH) is a CARF accredited non-profit, community based program, whose purpose is to provide habilitation and rehabilitation services, including living skill and employment skill training, residential and supportive services to handicapped adults and children in order to enhance their integration into the community and to assist them in obtaining an earned income. It is governed by a volunteer Board of Directors, and is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Flathead Industries was incorporated in December, 1973, and at that time assumed from the Flathead Association for Retarded Citizens the responsibility of establishing community-based programs for the developmentally disabled in Flathead County. In May, 1974, a full-time Work Activity Program for Adults was established using recycling operations as a means of providing training and employment. In November, 1974, the Work Training Center was opened and began offering a wide range of training, recreation, social development and work experiences for the developmentally disabled. The FIFTH Thrift Store was opened in December, 1976, and offers sales of donated merchandise including clothing, furniture, appliances and other household items.

Over the years a variety of vocational and residential programs and services have been established in order to provide a comprehensive range of services to all handicapped individuals in the Flathead Valley. A mobile recycling unit was established to serve the communities of Whitefish and Columbia Falls. The semi-independent and independent living skills and programs were expanded in 1982 to include supervised housing and support services for handicapped adults residing within the community.

Vocational Training Programs and services presently offered include: Work Activity, Sheltered Employment, Vocational Evaluation, Work Adjustment Training, Extended Employment, Job Placement, Basic Skills Training, Semi-independent Living Skills Training, Residential Services, Respite Care and Transportation. Services are made available through third-party sponsorship. Funds are presently made available for client services through the use of Federal and State monies and contractual arrangements with the Developmental Disabilities and Rehabilitative/Visual Services Divisions of the Department of Social and Rehabilitation Services (SRS).

FLATHEAD INDUSTRIES FOR THE HANDICAPPED (Continued)

Flathead Industries is twenty-five percent (25%) self-supported by means of production income and community donations. Services and employment are provided to all handicapped individuals, without regard to race, color, creed, sex or handicapping condition.

Referrals are reviewed and acted upon by the Needs Assessment/-Area Screening Committee which meets on a monthly basis. Individuals or families requesting services may do so through the DD Case Manager or local Rehabilitation Services Counselors.

* * * * *

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year			5 Daily Caseload			6 Daily Capacity			7 % of Utilization			8 Types of Contracts/ Subcontracts
			Title Rehab	Title XX	Other	Title Rehab	Title XX	Other	Title Rehab	Title XX	Other	Title Rehab	Title XX	Other	
Flathead Industries for the Handicapped 305 Third Avenue East Kalispell, MT 59901 755-7656 William J. Crivello - Executive Director Contact Persons (RCPs): Jean Meyers - Assoc. Director Peter Neuman - Production Dir. Finance Director (1) Bookkeeper (1) Administrative Assistant (2) Secretary/Recep. (2) Business Manager (2) Production Supervisors (2) Production Aids (5) Driver (1) Vocational Skills Instructors (5) Training Specialist (1) Marketing/Sales Mngr. (1) Motor Skills Instructor (1) Behavioral Skills Instr. (1) Basic Skills Instr. (3) Vocational Evaluator (1) Work Adjustment Coord. (1) Rehab Skills Train. (1) Placement Specialist (1) Voc. Eval Technician (1) Janitorial Aide (1) Semi-Independent Super. (1) Semi-Independent Instr. (1) Client Services Coord (Res) (1)	Pre. Voc. Prog. Work Activity Prog. Sheltered Emplymt Thrift Store Recycling Ctr Farm Project Production Dept. Rehabilitation Prog Residential Program 4 Adult Group Home 1 Children's Home 1 Sponsored Adult Homes (priv. op) 7 semi-ind. apt. SERVICES PROVIDED Work Adj. Trng Voc. & Pre-voc Trng Job Placement Ind. Living Skills Training Basic Ed. Skill Trng Residential Svc/Trng Sex Education Motor Skills Dev. Soc/Rec. Skill Trng Community Mobility Job Seeking Skills Semi-Ind. Lvng Trng Outreach Training Vocational Eval. Extended Employ Behav. Skills Trng.	22 Mental Retarded/ Not DD 78 Mental Retarded/ DD 1 Cerebral Palsy/DD 5 Mentally Ill 5 Char/Personaltyled Disorders 113 Medically Disab 1 Blind 4 Visually Impaired 5 Hard of Hearing	130	78	26	43	72	0	53	68	0	81%	106%	0	Subcontracts & Packaging Assembly Collating & Stuffing Button Making Rip & Clean Cords Rag making Labor crews Janitorial Christmas Wreath rings Woodworking Produce & distribution sprouts Vegetable Gardening Manu. windchimes Sale of Donated Itms Recycling: Aluminum Glass Steel Paper

1	2	3	4			5			6			7			8
Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	Type of Program and Services Provided	Disability Group/s Served	# Served Last Year Title Rehab	XX	Other	Daily Caseload Title Rehab	XX	Other	Daily Capacity Title Rehab	XX	Other	% of Utilization Title Rehab	XX	Other	Types of Contracts/ Subcontracts
Group Home Manager (RES) (1) DD Day Program Coord (1) Farm Home Manager (1) Maintenance Worker (Res) (1) Group Home Lead Trainers (4) Group Home Trainers, Aides & Relief (20) Maintenance Worker (RES) (1)															
Barrier Free			CARF 1985												

HELENA INDUSTRIES, INC.

1325 Helena Avenue
Helena, MT 59601
(406) 442-8632

Helena Industries, Inc., is located in Helena, Montana, with its main offices at 1325 Helena Avenue. The main building houses Administrative Offices, the Vocational Evaluation Unit, Mailing Contracts Shop, Wood Products, and Needle Trades Manufacturing. The Wood Palletized Shipping Container Manufacturing Plant is located at 1820 Lyndale Avenue; the Shoe Repair Training Center at 1421 Helena Avenue; and the Food Service Training Program at the Montana State Capitol Building. The facility is a private non-profit corporation governed by a volunteer Board of Directors.

The purpose of Helena Industries, as stated in the Agency's Articles of Incorporation, is to: "Provide a work oriented, work rehabilitation facility with a controlled working environment and individual vocational goals which utilize work experience and related services for assisting handicapped persons to progress toward normal living and productive vocational status".

The following is a description of all program offerings at Helena Industries, Inc.:

VOCATIONAL EVALUATION

The purpose of the Vocational Evaluation Program is to assist vocationally disabled individuals develop realistic occupational goals based on their abilities and interests. The Evaluation and Career Development Center is located in a separate building, away from the other programs offered by the Agency, providing a quiet atmosphere for the individuals being tested. All tests are administered by qualified vocational evaluators who utilize the Phoenix Ability Survey System, Valpar and Singer Evaluation Systems, as well as a variety of work samples developed by the Evaluation Staff. Psychological, interest inventories and personality assessments are also used as an intricate part of the vocational evaluation process.

The length of time a person spends being vocationally evaluated depends on their abilities, as well as the specific questions the referring counselor needs answered. The average length of time for a vocational evaluation is three (3) days.

HELENA INDUSTRIES, INC. (Continued)

WORK ADJUSTMENT TRAINING

The purpose of the Work Adjustment Training Program is to offer handicapped adults intensive training in the development of behaviors and attitudes that are needed to succeed in competitive employment. Through the utilization of four (4) production and two (2) service areas, the Work Adjustment Training Counselor and Production Supervisors develop and implement individual programs for improving such things as stamina, work speed, attitudes towards work, grooming and punctuality.

The length of time a person spends in Work Adjustment Training ranges from one (1) to six (6) months, depending on the individual's needs. The average length of time an individual spends in the program is fifteen (15) weeks.

HOME PERSONAL ADJUSTMENT TRAINING

The purpose of the Home Personal Adjustment Training Program is to give disabled individuals the skills necessary to live independently in the community.

The program, which is an integral part of Work Adjustment Training, begins with a Home Personal Adjustment Training Evaluation. This evaluation is designed to assess the person's current independent living skill level and determine their ability to succeed in the program. The evaluation also determines the specific skill areas which will be emphasized during the training.

The Home Personal Adjustment Trainers find residential placements for program participants based on their functioning level and needs. The program includes training in such areas as development of social skills, personal hygiene, home management, leisure time activities, community resources, nutrition, meal preparation and budgeting. Training is accomplished through group sessions and home visitations by the Trainers during evening hours.

The Home Personal Adjustment Training Evaluation is one (1) week in length and the time spent in the actual program is from one (1) to six (6) months depending on the individual's needs. The average length of time a person spends in the program is fifteen (15) weeks.

HELENA INDUSTRIES, INC. (Continued)

JOB PLACEMENT

The purpose of the Job Placement Program is to assist handicapped individuals find and maintain competitive employment. The Job Placement Specialist conducts job readiness classes for individuals determined as ready for placement. Classes cover such areas as grooming, job interview skills and how to complete an employment application. When a person is referred for placement, one or both of the following methods might be used to assist them in making the transition into competitive employment:

- Work Experience (WE) is utilized for individuals who appear to be ready for employment but need to be evaluated in an actual community work environment. This temporary placement may or may not lead to permanent employment. The disabled person's wages are included as part of the fee charged for this service.

- On-the-Job Training (OJT) is utilized for individuals with the expectation that they will be hired by the business, State or Federal Agency where they are receiving their On-the-Job Training. Every attempt will be made by the Job Placement Specialist to have the participating employer pay a large percentage of the handicapped person's OJT wages.

An important component of the Job Placement Program is follow-up. The Placement Specialist has extensive contact with the individuals placed to assure that they are given every opportunity to succeed on the job. If problems occur, trainers are provided by Helena Industries to assist the person and the employer.

The Job Placement Specialist makes every attempt to maximize direct placement and minimize the number of days a person spends in Work Experience or On-the-Job Training.

VOCATIONAL REHABILITATION EXTENDED EMPLOYMENT

The purpose of the Vocational Rehabilitation Extended Employment Program is to provide work training to severely emotionally and physically handicapped individuals, thus enabling them to achieve their maximum level of independence in vocational areas and to increase their skills and abilities in an extended employment setting. Individuals served by this program are those who are deemed ineligible for the Title XX Program.

Persons served by this program are those requiring more than six (6) months of Work Adjustment Training. The ultimate objective of the Extended Employment Program is to aid the disabled individual in acquiring those skills which would make them competitively employable.

HELENA INDUSTRIES, INC. (Continued)

Individuals participating in Extended Employment remain in the program until such a time as they can emotionally and physically handle the demands of competitive employment. When this occurs, they are referred to Work Adjustment Training or Job Placement.

TITLE XX EXTENDED EMPLOYMENT

The purpose of the Title XX Extended Program is to provide work training and other supportive services to the more severely mentally and physically handicapped clients, enabling them to achieve their maximum level of independence in social and vocational areas, to increase their earnings in sheltered employment and to prepare them for possible competitive employment.

Individuals served by this program are developmentally disabled persons as defined by being either epileptic, mentally retarded, cerebral palsied, or any other nervous disorder that has to be treated like the above. The disorder must occur before the age of eighteen (18).

The program emphasis is on counseling, the development of acceptable behaviors and work attitudes. Experiences are spread out over a longer period of time, but are still aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in Title XX Extended Employment clients receive concentrated assistance in dealing with pressure and stress situations which interfere with their daily functioning on a work and social level.

Persons participating in the Title XX Extended Employment Program remain in the program until such a time as they can emotionally and physically handle the rigors of competitive employment. When this occurs, they are transferred to Work Adjustment for placement in the community.

In order to assist the individual in the Title XX Extended Employment Program to reach their vocational goal, a formal individual program plan outlining specific objectives is developed and utilized.

HELENA INDUSTRIES, INC. (Continued)

BASIC EDUCATION AND SKILL TRAINING (BEST)

The purpose of the Basic Education and Skill Training Program is to increase the skill level of individuals in the Extended Employment Programs and make it possible for them to succeed in the production area they are assigned to. The program utilizes detailed individual programming specifically designed to assist the participants become more productive extended production employees.

All individual programs are of a vocational nature and tasks the participants perform closely resemble work that is done in the production areas. Other activities include instruction in such areas as personal grooming and hygiene, development of appropriate work behaviors and speech and occupational therapy.

SPECIALIZED TRAINING

SHOE REPAIR TRAINING

The purpose of the Shoe Repair Training Program is to provide the participants with intensive textbook and hands-on training in all phases of shoe and boot repair. The program is pre-apprenticeship training and not designed to produce a journeyman shoe repair person. However, those completing the program are well trained in the basic fundamentals and procedures of shoe and boot repair. Thus, they enter employment as productive workers.

The Shoe Repair Training Program is forty (40) hours per week for sixteen (16) weeks. The program is completely individualized; therefore, an individual can enter any day of the week; Monday through Friday.

FOOD SERVICE TRAINING

The purpose of the Food Service Training Program is to provide individuals in Work Adjustment Training and Extended Employment with training in all phases of the food service industry. The training site used for this program is a modern, up-to-date facility that provides a realistic training environment where participants experience actual employment demands.

HELENA INDUSTRIES, INC. (Continued)

The Randolph Sheppard component of the Food Service Training Program is designed to train visually impaired individuals to become certified Randolph Sheppard vendors. A referral will receive training in all areas of food service, and in addition will receive specialized training in Randolph Sheppard regulations, recordkeeping, vending stand agreements and vending stand operations. The flexibility of this component will also enable current Randolph Sheppard vendors in-service training in specialized areas and employment upgrading should a vendor want to move to a more complex vending stand.

SUPPORTIVE PROGRAM SERVICES

Helena Industries utilizes support services within the community to provide such services as psychological testing, audiological testing, speech therapy, physical therapy and nursing services. In addition, staff members at Helena Industries teach classes in such areas as assertiveness training, use of measuring devices, basic mathematics, grooming and personal hygiene and meal preparation.

CONTRACTS AND MANUFACTURING

Helena Industries' sub-contracts, prime manufacturing and service contracts provide a work base for the handicapped adults which enable staff to measure their performance against industrial standards. Utilizing modern production equipment and methods, a variety of work is available, thus appealing to handicapped individuals with a wide range of capabilities. The emphasis in all Helena Industries' production areas is on productivity and quality of work.

* * * * *

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year Title			5 Daily Caseload Title			6 Daily Capacity Title			7 % of Utilization Title			8 Types of Contracts/ Subcontracts
			Rehab	XX	Other	Rehab	XX	Other	Rehab	XX	Other	Rehab	XX	Other	
Helena Industries, Inc. 1325 Helena Avenue Helena, MT 59601 (406) 442-8632 Lewis & Clark County W. Michael Bullock - President Bill Roberts - Vice President Mfg. Dawn DeWolf - Director Programs/Evalu. David Gilbertson - Dir. Finance & Budget Betty Mason - Bookkeeping Supervisor Production Supervisors (7) Production Foreman (1) Plant Managers (2) Vocational Counselors (3) Educational Counselor (1) Placement Specialist (1) Vocational Evaluator (1) Vocational Evaluator Aide (1) Sales/Marketing Representative (1) Shoe Repair Instructor (1) Janitorial Training Instructor (1) Outreach Trainer (1) Outreach Trainer Aide (1) Vocational Counselor Aide - DD (1) Clerical (2) Bookkeepers (2) Food Service Training Supr. (1) Food Service Training Aide (1) Barrier Free CARF 1986	Sheltered Workshop Vocational Eval. Career Counseling Voc. Counseling Work Adjustment Training Home Personal Adjustment Trng Work Activity Job Placement On-the-Job Training Work Experience Placement, Home Personal Admustment Training Shoe Repair Training Upholstery Extended Employment Basic Education & Skill Training Home Personal Adjustment Training Food Service Training	Mentally Retarded Mentally Ill Deaf L. Disabled Cerebral Palsy Blind Epileptic Addictive/Char. Disorders Orthopedic Dis. & Medical Dis. Job Placemnt Prog ** Work Experience* Shoe Repair Trainee Food Service Trainee	11 16 1 5 1 2 15 63 34 21 12 4	54 4 1 1 2 	11 2 5 9 	25	59	5	32	59	5	78%	100%	100%	Small Contracts Bulk Mailings, Packaging, Small Assembly Occup. Light Mfg. Woodshop Pallets, hubs, lath, stakes, picnic tbls, trailer steps, miner wedges, bridging, misc. wood manufact. steel office furniture reconditioning. Pickup toppers Shoe Repair Shoe Repair Sales Upholstery Box Plant Manuf. large Plywood Shipping Containers Needle Trades Manufacture of knapsacks, Forest Svc fire fighters, Custom built boat tops & side curtain, mooring covers & general canvas repair Forest Svc field note cases, cold cache coolers, six pac belts
		TOTAL 239	150	62	27	25	59	5	32	59	5	78%	100%	100%	

* 1 was already counted elsewhere
** Already counted elsewhere

MISSOULA OPPORTUNITY WORKSHOP

1005 Marshall Street
Missoula, MT 59801
(406) 721-2930

Opportunity Workshop has existed in Missoula since its initial establishment in 1955. Through the years, the organization has evolved into the current non-profit corporation providing vocationally oriented training and employment services to approximately eighty-five (85) to ninety (90) handicapped adults per day. The corporation is governed by a Board of Directors representing a variety of professions, businesses, industries, and interests in the local community and is dedicated to the provision of quality services.

STAFF

The twenty-six (26) staff at Opportunity Workshop have experience and education in a variety of backgrounds with an emphasis on the use of a very systematic orientation to client training designed to accomplish clearly specified client goals and objectives within projected time frames.

GOALS

The organizational missions are:

1. To maximize the client's economic independence;

2. To maximize the client's (re)habilitation (their vocational and social independence).

3. To facilitate deinstitutionalization and prevent client return to the institution.

The three (3) program departments designed to collectively accomplish our missions are:

1. VOCATIONAL SERVICES CENTER GOAL: To place the client in either a competitive or semi-supervised employment situation.

2. SHELTERED EMPLOYMENT PROGRAM GOAL: To provide long-term work and work-related training services.

3. WORK ACTIVITY PROGRAM GOAL: To provide long-term work and/or activity training.

MISSOULA OPPORTUNITY WORKSHOP (Continued)

SERVICES PROVIDED

Vocational Services Center

1. Work Adjustment Training
2. Extended Employment
3. Job Placement
4. Job Skill Training
5. Outreach/Independent Living Training
6. Referral Services

Sheltered Employment Program

1. Remunerative Work

2. Work Oriented Training
   a. Safety
   b. Work Performance Skills
   c. Specific Job Skills

3. Referral Services

Work Activity Program

1. Remunerative Work

2. Work Oriented Training
   a. Safety
   b. Work Performance Skills
   c. Specific Job Skills

3. Non-Work Oriented Training
   a. Communication
   b. Functional Academics
   c. Self-Help
   d. Pre-Vocational
   e. Community Living

4. Referral Services

* * * * *

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year Title Rehab	XX	Other	5 Daily Caseload Title Rehab	XX	Other	6 Daily Capacity Title Rehab	XX	Other	7 % of Utilization Title Rehab	XX	Other	8 Types of Contracts/ Subcontracts
Opportunity Workshop 1005 Marshall St. Missoula, MT 59801 406-721-2930	Work Activity	MR 78 CP 5 Epileptic 2		85			78			78			100		Janitorial/ Housecleaning Packaging/Assembly Cards Mailing Service
Missoula County Jim Atkins - Executive Director Greg Ragee - Program Manager, Work Activity Center Kathy Flynn - Program Manager, Vocational Services Ctr Pam Meismer - Marketing Manager Jane Bauer - Business Manager	Work Adjustment	MR 19 Physical 3 Brain Injury 2 Mental Disorder 3	29			3.9			6			65			Hospital Kits Palleta Stakes Wedges Shims Picnic tables & benches Blocking units Planters Picket Fence
	Placement/Outreach	Placement 18 MR 20 Epileptic 1 Brain Injury or Mental Disorder 3	18 28												
Instructor/Supervisors (6) Production Assistants (2) Aides (8) Clerical/Support (3) Barrier Free CARF 1986	Extended Emplment.	MR 6 Epileptic 1 Mental Disorder 2	9			3			2			150			Furniture stripping sanding refinishing repair caning Food Service
		TOTAL 166	84	85		6.9	78		8	78		215	100		

MISSOULA COMMUNITY HOSPITAL REHABILITATION CENTER

2827 Fort Missoula Road
Missoula, MT 59801
(406) 728-4100

Missoula Community Hospital Rehabilitation Center provides comprehensive rehabilitation services that meet current professional standards for the purpose of restoring and maximizing the person's ability to function physically, mentally, emotionally, and vocationally, while maintaining self-respect, dignity and family integrity.

Under the direction of the physiatrist, a physician who specializes in Physical Rehabilitation Medicine, an interdisciplinary team approach is employed to provide diagnostic, therapeutic, educational and support services. Team members may include physical therapy, occupational therapy, speech and hearing therapy, psychology, nursing, nutrition services, medical social services, therapeutic recreation, Summit, vocational services and home health.

The Center is fully accredited by the Commission on Accreditation for Rehabilitation Facilities and the Joint Commission on Accreditation of hospitals.

Services are not denied for reason of age, sex, race, nationality, creed or inability to pay. Implementation of a treatment plan depends upon the following:

1. Disability and/or handicapping condition;

2. Adequate medical information;

3. Completion of appropriate evaluation;

4. Demonstration of potential or ability to participate in and exhibit measurable progress from a Center Program.

Typical patients include those who have been disabled from spinal cord injury, brain injury, cerebral vascular accident, cerebral palsy, multiple sclerosis, muscular dystrophy, arthritis, major multiple trauma, fractured femur, amputations and other neuromuscular disorders.

The Missoula Community Hospital Rehabilitation Center is funded by fee-for-service, memorials, donations and grants.

MISSOULA COMMUNITY HOSPITAL REHABILITATION CENTER (Continued)

CVA/SPINAL INJURY/BRAIN INJURY

Specifically designed to address the needs of individuals who have incurred injury to the brain or spinal cord, each program provides comprehensive evaluations, therapeutic treatments and supportive services and follow-up to maximize independent functioning and aid the person and their families to reintegrate into their community.

TREATMENT ORIENTED PAIN PROGRAM

The Treatment Oriented Pain Program is a four (4) to eight (8) week in-patient program aimed at retraining patients and their families in the more effective management of chronic pain and its related problems. The central goal is to foster less disabled lifestyles for the individuals involved. The inter-disciplinary rehabilitation treatment team includes: physicians, psychologists, social workers, nurses, dieticians, physical/occupational/recreational therapists and vocational evaluation specialists.

ADDITIONAL SERVICES AVAILABLE

HOME HEALTH

Home health services are now provided by Mountain West Home Health, Inc.

INDEPENDENT LIVING

Summit coordinates evaluation, training and resource referral efforts related to increasing skill levels in independent living. Specific services available include assessment and training in daily living skills, psychological assessment and counseling, and referral to residence and transportation services.

MISSOULA COMMUNITY HOSPITAL REHABILITATION CENTER (Continued)

VOCATIONAL SERVICES

Assessments of vocational aptitudes and development of feasible plans are provided through individualized evaluations, which may utilize psychometric testing, work samples and/or job site experience. Vocational counseling and opportunities for career exploration are components of each assessment. Job placement activities may encompass interviews, assistance with resume development, job seekers support group, development of on-the-job training sites and direct job placement. Job analysis and consultation are also available.

DRIVERS TRAINING PROGRAM

Occupational therapy staff, certified in evaluation and training handicapped individuals in driving skills, coordinate this program. Testing includes assessment of visual-spatial abilities, functional skill levels and recommendations of adaptive equipment necessary.

COGNITIVE REMEDIATION PROGRAM

This program is designed to meet the special needs of a growing traumatically brain injured population. The program provides consultation, evaluation and cognitive remediation treatment for a select population of head injured persons with the aim of maximizing their functioning in family, community, and vocational rules and thereby minimize the need for institutionalization.

CLINICS AVAILABLE

Amputee
Myelodyplasia
Muscular Dystrophy
Pediatric Cardiology
Diagnostic Pain Clinic

* * * * *

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year Title Rehab XX Other	5 Daily Caseload Title Rehab XX Other	6 Daily Capacity Title Rehab XX Other	7 % of Utilization Title Rehab XX Other	8 Types of Contracts/ Subcontracts
			STATISTICS REPORTED FOR ONLY VOCATIONAL SERVICES PROGRAM				
Missoula Community Hospital Rehabilitation Center 2827 Fort Missoula Road Missoula, MT 59801 Missoula County Grant Winn-Executive Director 728-4100 Barry Kenfield - Assist. Exec. Director- Rehabilitation Manager 728-4100 Tamara Pettys - Admin. Asst. 728-4100 Andy Winnegur - Summit Independent Living 728-1630 Janet Van Dyke - Vocational Services 728-0820 Dallas Rychener, Exec. Dir. 728-8848 Mountain West Home Health, Inc. Rehabilitation Staff Rehabilitation Nurses (Inpatient) (22.1) Physiatrists (3) Orthopedist (1) Clinical Psychologists (3) Physical Therapists (12) Physical Therapy Technicians (8) Physical Therapy Aides (1) Occupational Therapists (8) Occupational Therapy Aide (1) Speech Therapists (3) Audiologist (1) Recreational Therapist (1.18)	Services Physical Therapy Occupational Therap Speech Therapy Audiological Hearing Aid Fitting and Evaluation Psychological Testing & Counsel Medical Evaluation and Treatment (Hsptl Rehab Unit) Therapeutic Recreation Rehabilitation Nursing Programs CVA Brain Injury Spinal Cord Driver's Training Sexuality Independent Living Vocational Services Treatment Oriented Pain Program Cognitive Remedia- tion Program Clinics Amputee Diagnostic Pain Clinic Muscular Dystrophy Pediatric Cardiolgy Mylodysplasia	Orthopedically Disabled Multiple Sclerosis Cerebral Palsy Stroke - CVA Brain Injury Quadraplegia Paraplegia Arthritis Amputees Low Back Muscular Dystrophy TOTAL 290	RSD 184 Job Site 38 Placement 68 184 106	14/mo 6/mo 14/mo 6/mo	RSD 110% Other 32% Job Site 158% 100% 92%	Fee for Service Placement Contract

1 Facility Name and Address (Incl. County) Director and Phone No. Referral Contact Person (RCP) Staff Barrier Free? Accreditation Status - Expiration Date	2 Type of Program and Services Provided	3 Disability Group/s Served	4 # Served Last Year Title Rehab XX Other	5 Daily Caseload Title Rehab XX Other	6 Daily Capacity Title Rehab XX Other	7 % of Utilization Title Rehab XX Other	8 Types of Contracts/ Subcontracts

Rehabilitation Staff (Continued)

Rehabilitation Social Worker (1.5)
Vocational Evaluators (3)
Vocational Evaluation Technician (1)
Placement Specialist (1)

Barrier Free

CARF Accredited 1987 expiration
JCAH Accredited 1985

Sub-Chapter 9

Standards For Facilities and Providers of Services

46.6.901 GENERAL PURPOSES OF STANDARDS FOR VENDORS

(1) It is the policy of the department to use, whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Facilities will be chosen based upon the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.902 DEFINITIONS IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-102 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.903 REHABILITATION FACILITIES STANDARDS

(1) Services will not be purchased for clients by the department from a rehabilitation facility until certification or provisional certification is attained from the department by that facility.

(2) The department will accept as its standards for vocational rehabilitation facilities the standards of the commission of accreditation of rehabilitation facilities (CARF) or for those facilities serving blind persons the standards of the national accrediting council (NAC) or of CARF. These standards will be applied to any rehabilitation facility where the department provides funding or purchases services or where the department has formal cooperative agreements.

(3) If certification is denied, the facility will be notified of the reasons for such decision thirty (30) days in advance of the date on which no more services will be purchased or grants awarded by the department.

(4) Facilities accredited by CARF or NAC will be adjudged to be certified.

(5) Duration of certification.

(a) The department will provide full certification upon receipt from the facility of records and reports attesting to its CARF or NAC accreditation. The tenure of the certification by the department shall be one year. The department may provide for provisional certification of a facility as provided for in subsection (7).

(b) The department, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by the department, may review the facility's certification and may modify its certification decision. At the discretion of the department, such review may include an onsite visit.

(6) Provisional certification:

(a) The department may in its discretion provisionally certify a new facility during the first 6 months of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification. Findings of the department's facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey.

(b) The department may in its discretion provide an existing facility with a provisional six (6) month certification if that facility fails to meet CARF or NAC accreditation. No facility will be utilized beyond the six (6) month provisional certification unless CARF or NAC accreditation is received and the facility certified. The department may extend provisional certification where the lack of CARF or NAC accreditation is due to the failure of CARF or NAC to act.

(c) In order for a facility to receive provisional certification, the department must be provided with records, reports, and documents attesting to the facility's level of compliance with CARF or NAC standards. Evidence must be shown of the ability to meet CARF or NAC compliance within a 6 month period.

(7) CARF or NAC accreditation need not be required as the applicable standards for those types of facilities listed in ARM 46.6.908 or in ARM 46.9.907. For facilities or services not listed in ARM 46.6.908 or ARM 46.6.907 and not typically subject to CARF or NAC accreditation, the department will approve their utilization by clients if the facility or service is licensed by the department or other state agency, and such licensing is determined by the department to provide adequate standards.

(8) Out-of-state-facilities: Only those out-of-state rehabilitation facilities accredited by CARF or NAC will be utilized by the department. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 6/4/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.904 TUTORIAL TRAINING (1) The standards for selection of tutors will be based upon adequate training and experience in the field in which the instruction is to be given. Such standards will be, as far as possible, in conformity with standards of certification set by the state board of education for instructors in the regular fields of education or vocational education. (History: Sec. 53-7-102 MCA; IMP, Sec. 53-7-102 MCA; NEW, Eff. 1/3/77.)

46.6.905 ON-THE-JOB TRAINING (1) The standards for selection of facilities for on-the-job training are based primarily upon the ability of the facility to provide instructional service by an individual who has trade competency and experience in training workers in the operations to be performed. Other factors are adequate equipment and instructional material, provision for a plan of graduated progress in the job to be learned, and an efficiently organized instructional schedule. (History: Sec. 53-7-102 MCA; IMP, Sec. 53-7-102 MCA; NEW, Eff. 1/3/77.)

46.6.906 ENFORCEMENT OF STANDARDS (1) The department periodically will evaluate the quality of services provided to department clients by rehabilitation facilities. This will be accomplished through personal visitations by representatives of the department, by written reports, by consultation with official accrediting agencies, and through other effective means. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.907 STANDARDS FOR SPECIFIC TYPES OF PROVIDERS
(1) The department for the purposes of providing vocational rehabilitation services will insure that appropriate licensing and service standards are met by providers.

(a) Medical diagnosis and medical treatment may be provided only by physicians licensed to practice medicine and surgery and otherwise qualified by training and experience to perform the specific services required.

(b) Physical or occupational therapy may be provided only by therapists who are registered or have graduated from a school for the training of therapists generally accepted by the profession, and who are licensed by the state.

(c) Nursing services may be provided only by registered nurses or persons who are eligible to be registered.

(d) Dental diagnosis and dental treatment may be provided only by dentists who are licensed to practice dental surgery, and otherwise qualified by training and experience to perform the specific dental service required.

(e) Optometry services may be provided only by licensed optometrists.

(f) Osteopathic services may be provided only by medically licensed osteopaths.

(g) Prosthetic services may be provided by prosthetists certified by the American board for certification of the prosthetic and orthopedic appliance industry, inc. In the event there are not prosthetists available who meet such standards, the department will utilize the services of those prosthetists who are acceptable to other public and private agencies.

(h) Speech and hearing services may be provided only by therapists certified by the American speech and hearing association as clinical competent and/or who are licensed by the state of Montana.

(i) Psychological services may be provided only by psychologists who are licensed to practice psychology in Montana or employed as a psychologist for an institution, academic institution, governmental agency or research laboratory provided these persons are performing the duties for which they were employed by these organizations.

(2) The department will determine which of the medical services required are specialty services. Medical services determined to be specialty services will be rendered only by physicians found by the department to be specialists qualified to perform the particular specialty service required. In providing specialty medical service, the department will use medical specialists who hold certificates of the American medical specialty board, where such boards have been established, or physicians who have established eligibility to examination by such boards; or, when no physicians are available in one of these fields who meet either of the above standards, other qualified physicians, approved by the department's medical consultant, are used.

(3) The department has established and will maintain standards for selection of training personnel who are qualified to conduct and carry out satisfactory instructional services as relates to the specific training needed. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.908 STANDARDS FOR MEDICAL AND SCHOOL FACILITIES

(1) Medical and academic services may be provided to clients only in facilities which meet the following standards:

(a) Hospitals approved by the joint commission on accreditation of hospitals, having more than 100 beds, well-developed surgical and specialty services, medical social services, and therapy departments. Preference will be given to hospitals affording residence training in the specialty in which treatment is sought. In the event that it is neither feasible nor economical in individual cases to use such a

hospital, other hospitals may be used if equipped to give quality service as needed, and if approved by the department's medical consultant.

(b) Clinics operated by a state agency or licensed by the state.

(c) Schools, colleges, or training institutions fully accredited by the official accrediting agency within the state wherein the facility is located. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, 1984 MAR, p. 511, Eff. 3/30/84.)

Sub-Chapter 10

Rates of Payment

46.6.1001 ESTABLISHMENT OF RATES OF PAYMENT IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-102 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1002 RATES OF PAYMENT OF SPECIFIC TYPES OF SERVICES IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-102 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1003 HOSPITALIZATION IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-102 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

Sub-Chapter 11

Confidential Information

46.6.1101 CONFIDENTIAL INFORMATION (1) The confidentiality of client information will be assured in accordance with federal and state statutes and rules and with departmental policy. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

Sub-Chapter 13

Extended Employment Program

46.6.1301 DEFINITIONS IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1302 OBJECTIVES OF THE NONVOCATIONAL EXTENDED EMPLOYMENT PROGRAM (1) The objectives of the nonvocational extended employment program are:

(a) to facilitate the development of appropriate employment positions in community-based facilities to be utilized by persons determined by the department to be in need of nonvocational extended employment;

(b) to encourage community placement of currently institutionalized persons by developing community-based, nonvocational extended employment positions;

(c) to provide opportunities for severely handicapped persons who cannot be readily absorbed in the competitive market to participate in nonvocational extended employment programs in Montana.

(2) The nonvocational extended employment program though administered by vocational rehabilitation services is not a vocational rehabilitation program. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1303 FUNCTIONS OF COMMUNITY SERVICES DIVISION IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1304 RESPONSIBILITIES FOR THE NONVOCATIONAL EXTENDED EMPLOYMENT PROGRAM FUNCTIONS (1) Vocational rehabilitation services is administratively responsible for:

(a) administration of the nonvocational extended employment program including:

(i) allocation of monies to sheltered workshops and work activity centers;

(ii) payment of monies to sheltered workshops and work activity centers;

(iii) evaluation of the results of the payments in relation to program goals.

(b) assuring that all clients referred for extended employment are evaluated and a determination is made as to whether they are appropriate for placement in extended employment;

(c) referring appropriate clients to certified sheltered workshops and work activity centers;

(d) assisting in periodically re-evaluating clients who have been terminated from extended employment to assess their ability to profit from the vocational rehabilitation program, and to open such cases as may be able to benefit;

(2) Supportive services required by persons in the extended employment program will be arranged by the designated representatives of the community services and developmental disabilities divisions. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1305 EXTENDED EMPLOYMENT COMMITTEES (1) A multi-agency committee shall be established at each sheltered workshop and work activity center participating in the nonvocational extended employment program. Each committee shall have representatives from the facility, the community services division, vocational rehabilitative services, and the developmental disabilities division. The rehabilitative facilities specialist shall be an ad hoc member of the committee.

(2) The purposes of the nonvocational extended employment committees are:

(a) to screen referrals for appropriateness of certification to the extended employment program. The rehabilitative facilities specialist should be consulted if there is any question as to appropriateness of a given facility for a given client;

(b) to certify handicapped persons for an extended employment slot, in a particular sheltered workshop or work activity center;

(c) to identify client goals. The client should be involved actively in this process. A written plan should be developed for each client and must be a part of the facility file, social service file, and the vocational rehabilitative services file;

(d) to monitor, coordinate, or provide services to extended employment clients;

(i) The assigned social service worker will provide casework and supportive services.

(ii) The vocational rehabilitation counselor will periodically ascertain client readiness for vocational rehabilitation programs.

(iii) The facility member will represent all facility functions.

(iv) The training and contract manager of the developmental disabilities division will arrange for appropriate developmental disability services.

(e) to de-certify clients:

(i) when the absences of a client are too frequent for one to be gaining from the extended employment experiences;

(ii) when a client is deceased;

(iii) when a client moves from the area;

(iv) when a client desires to leave that program; or

(v) when a client reaches a level of productivity at which he is no longer eligible for the program.

(f) to determine when and how long slots should be held open for an absent client; and

(g) to assess at least every six months the status of the client enrolled in extended employment slots to determine their progress, develop new goals, and otherwise review the written plan. The assessment will be in writing with copies in the facility files and in the appropriate department case records. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1306 FACILITY REQUIREMENTS FOR THE NONVOCATIONAL EXTENDED EMPLOYMENT PROGRAM (1) A nonvocational extended employment slot which remains vacant for a period of 60 days will, at the discretion of the department, be subject to removal from the facility's slot allocation.

(2) A facility which is unable to provide consistent services, minimally six hours per day five days per week, to extended employment clients is subject to a reduction of the facilities slot allocation at the discretion of the department.

(3) Should the services of a facility which provides extended employment services fall below minimum standards, the department will notify the facility in writing of the deficiencies and state a specific period of time not to exceed six (6) months for corrective actions. Should corrective measures not be made, the facility will lose all allocated slots of the extended employment program.

(4) Facilities are required to notify the department when a client has been absent from a program for three consecutive work days. The facility is responsible for informing the department of the reason for the absence. Department personnel have the authority to excuse or not excuse the absences. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1307 APPOINTMENT OF EXTENDED EMPLOYMENT COMMITTEE IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1308 ORGANIZATION OF COMMITTEE IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1309 DETERMINING ELIGIBILITY FOR NONVOCATIONAL EXTENDED SLOTS (1) The nonvocational extended employment committee shall develop and maintain a prioritized waiting list from which candidates shall be drawn when vacancies occur; such prioritized list shall be developed along the lines of the criteria described in subsection (3).

(2) All referrals must have undergone a comprehensive work evaluation by vocational rehabilitation services.

(3) Criteria for determining those persons to be certified into the nonvocational extended employment program shall be as follows:

(a) A person in order to receive consideration for certification into the program must be severely handicapped.

(b) Priority should be given to those referrals who have been institutionalized in state institutions and who have been rehabilitated to the point of readiness for nonvocational extended employment. Lower priority shall be given to those referrals who have not been institutionalized but who are adjudged to be candidates for institutionalization if not provided extended employment.

(c) Priority shall be given to "obviously low" producers as compared with those who are only "marginally" productive. "Obviously low" producers are identified as being up to 50 percent productive when compared with normal non-handicapped workers. "Marginal" producers range between 50-75 percent productivity and are to be paid that percentage of the prevailing wage. Workers classified as over 75 percent will generally not be certified for the nonvocational extended employment program as they are productive enough to contribute their share of the overhead and they are approaching the point of readiness for competitive employment.

(i) Productivity level will be determined in the evaluation process.

(d) the vocational rehabilitation program must be the first source of training opportunities to be considered for any person, age 16 or over, whose condition of physical, mental or emotional health substantially prevent him from holding regular employment.

(i) Emotional problems include the standard psychiatric classifications of psychoneuroses or psychosis. To qualify in these categories there must be substantial evidence that the maladaptive behavior has been of sufficiently long duration to constitute a pattern of behavior and is not merely a situational reaction to crisis. There must also be supporting evidence to indicate that the behavior has substantially prevented the person from holding regular employment.

(e) Those persons eligible for services for developmentally disabled persons provided by the department must fully utilize those services before they may be considered for eligibility for extended employment services.

(4) Whenever the extended employment committee is unable to arrive at a decision concerning certification, the committee will submit the matter to the division administrator with relevant materials for a final decision. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1310 PRIORITIES IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-203 MCA; NEW, Eff. 1/3/77; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

46.6.1311 FINANCIAL NEED REQUIREMENT IS HEREBY REPEALED (History: Sec. 53-7-102 and 53-7-203 MCA; IMP, Sec. 53-7-203 MCA; NEW, 1980 MAR p. 594, Eff. 2/15/80; REP, 1984 MAR, p. 511, Eff. 3/30/84.)

Sub-Chapter 14

Kidney Dialysis - Transplant Program

46.6.1401 PROGRAM FOR NON-VOCATIONAL REHABILITATION CLIENTS SUFFERING FROM CHRONIC END STAGE RENAL DISEASE IS HEREBY REPEALED (History: Sec. 53-2-201 MCA; IMP, Sec. 53-6-202 MCA; NEW, Eff. 1/3/77; AMD, 1980 MAR p.593, Eff. 2/15/80; REP, 1983 MAR, p. 503, Eff. 5/13/83.)

Sub-Chapters 15 through 24 reserved

SRS—RSD—SP—13
(rev. 4/83)
MIS FORM 1

MONTANA DEPT. OF SOCIAL & REHABILITATION SERVICES
Rehabilitative/Visual Services Divisions

PROGRAM ACTIVITY REPORT

MONTANA REHABILITATION FACILITIES — MIS

Facilities: BILLINGS WORKSHOP, BUTTE WORKSHOP, EASTERN MONTANA INDUSTRIES E.S.A.T.C., FLATHEAD, H.R.I., MISSOULA OPPORTUNITY, MSLA REHAB

Date: 9/1/85 Cumulative Period: 7/1/84 - 6/30/85

	PROGRAM TITLE & TYPE			
	VE	WAT*	VR-EE *	PLACEMENT *
A. Referral to Program Start (all program types)	CUMULATIVE	CUMULATIVE	CUMULATIVE	CUMULATIVE [1]
1. Referrals received	800	167	98	327 [2]
2. Waiting List Total	44	14	48	0
3. Losses (will not start)	79	25	33	54 [2]
4. Program Starts	712	137	40	281 [2]
5. Loss percent	10%	15%	45%	16% [2]
6. Served	712	141	64	304 [2]
7. Capacity				
8. Utilization Rate	104%	99%	116%	97% [2]

*MISSOULA OPPORTUNITY NOT REPORTING

[1] BUTTE WORKSHOP, E.M.I., FLATHEAD NOT REPORTING

[2] INCLUDES MISSOULA REHAB

ORM SRS—RSD—SP—14
v. 4/83)
IS FORM 2

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative/Visual Services Divisions

VOCATIONAL EVALUATION: RESULTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facilities: BILLINGS WORKSHOP, BUTTE WORKSHOP, E.M.I., E.S.A.T.C.
FLATHEAD INDUSTRIES, H.R.I., MISSOULA REHAB

Date: 9-1-85 Cumulative Period: 7/1/84 - 6/30/85

A. PROGRAM RESULTS	CUMULATIVE	
	No.	Percent
1. Placement for competitive employment recommended	83	12
2. Skill training, OJT, college or secondary school recommended	255	37
3. Extended employment, unpaid family worker or homemaker recommended or homebound	40	6
4. Work adjustment services recommended	150	22
5. Not feasible – non-vocational services recommended	96	14
6. Not feasible – no services recommended	24	3
7. Evaluation not completed – no vocational recommendations	39	6
8. Total closures (Sum of 1–7)	687	100
9. Clients for whom major recommendations accepted	561	82
B. Program Efficiency		
1. Average number program days, all clients closed	48*	XXXXXXX
2. Average cost to RSD per client completing program (A - 1–6 above)	*562.18	XXXXXXX

COMMENTS: DOES NOT INCLUDE MISSOULA REHAB

FORM SRS—RSD—SP—15
(rev. 4/83)
MIS FORM 3

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative/Visual Services Divisions

WORK ADJUSTMENT RESULTS REPORT

MONTANA REHABILITATION FACILITIES — MIS

Facilities: BILLINGS WORKSHOP, BUTTE WORKSHOP, E.M.I., E.S.A.T.C., FLATHEAD INDUSTRIES, H.R.I.

Date: 9/1/85 Cumulative Period: 7/1/84 - 6/30/85

	CUMULATIVE	
A. PROGRAM BENEFITS	No.	Percent
1. FULL—TIME COMPETITIVE EMPLOYMENT	16	33
2. PART—TIME, SEASONAL OR TEMPORARY EMPLOYMENT	16	33
3. SHELTERED WORK / WORK ACTIVITY (VR - EXTENDED EMPLOYMENT)	6	13
4. ON—THE—JOB TRAINING	9	19
5. ACCEPTED FOR FULL—TIME SECONDARY SCHOOL OR COLLEGE	0	0
6. ACCEPTED FOR VOCATIONAL OR SKILL TRAINING	0	0
7. HOMEMAKER	1	2
8. UNPAID FAMILY WORKER	0	0
9. TOTAL (SUM OF 1—8)	48	100
10. TRANSFER TO OTHER VOCATIONAL PROGRAM (OTHER THAN NOS. 1—8) (TITLE XX)	13	XXXXXX
11. NONE OF THE ABOVE BENEFITS	49	XXXXXX
12. TOTAL CLOSURES (9 + 10 + 11 = 12)	110	XXXXXX
13. AVERAGE GROSS WEEKLY EARNINGS IN FULL—TIME COMPETITIVE EMPLOYMENT	$ 89.31	
14. AVERAGE GROSS WEEKLY EARNINGS IN PART—TIME, SEASONAL OR TEMPORARY EMPLOYMENT	$ 79.16	
15. AVERAGE GROSS WEEKLY EARNINGS IN SHELTERED WORK	$ 24.38	
B. PROGRAM EFFICIENCY 1. AVERAGE NUMBER PROGRAM WEEKS, ALL CLIENTS CLOSED	11.3	
2. AVERAGE COST TO RSD, (ITEM 12 ABOVE)	$ 1,891.20	

COMMENTS: MISSOULA OPPORTUNITY NOT REPORTING

SRS—RSD—SP—16
(rev. 4/83)
MIS FORM 4

MONTANA DEPT. OF SOCIAL & REHABILITATION SERVICES
Rehabilitative/Visual Services Divisions

EXTENDED EMPLOYMENT: RESULTS REPORT

MONTANA REHABILITATION FACILITIES — MIS

Facilities: BILLINGS WORKSHOP, BUTTE WORKSHOP, E.M.I., E.S.A.T.C., FLATHEAD, H.R.I.

Date: 9/1/85 Cumulative Period: 7/1/84 - 6/30/85

	CUMULATIVE	
A. PROGRAM BENEFITS	NUMBER	PERCENT
1. Competitive employment	2	14
2. Transfer to other vocational program or skill training	4	29
3. Closed, placed into Status 00	0	0
4. Closed, not available for review and re-evaluation	8	57
5. TOTAL (sum of 1 - 4)	14	100
6. Placed into post employment, Status 32 (remain at facility)	0	XXXXXXXX
7. Maintained in facility or workshop employment following administrative review	37	XXXXXXXX
8. Average gross weekly earnings, clients in competitive employ.	77.82*	XXXXXXXX
9. Average weekly earnings, all clients in extended employment	28.39	XXXXXXXX
B. PROGRAM EFFICIENCY		
1. Average number months, clients closed in competitive employment or transferred (Items 1 and 2 above)	12.75	XXXXXXXX
2. Average monthly program cost to RSD per client in extended employment	406.18	XXXXXXXX

COMMENTS: MISSOULA OPPORTUNITY NOT REPORTING

*ONLY TWO (2) FACILITIES REPORTING (BILLINGS, HRI)

SRS—RSD—SP—17
(rev. 4/83)
MIS FORM 5

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative/Visual Services Divisions

EVALUATION PROGRAM: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facilities: BILLINGS WORKSHOP, BUTTE WORKSHOP, E.M.I., E.S.A.T.C., FLATHEAD, H.R.I., MISSOULA REHAB

Date: 9/1/85 Cumulative Period: 7/1/84 - 6/30/85

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 PROGRAM COMPLETORS		COLUMN 3 * NON-COMPLETORS	
NOTE: (Nos. 1 – 12 Primary disability only)	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
TOTAL NO. OF PERSONS	79	100	691	100	23	100
1. Blind	0	0	15	2	2	9
2. Visually Impaired	1	1	11	2	2	9
3. Deaf	0	0	1	0	0	0
4. Hard of Hearing	2	3	11	2	0	0
5. Mentally Ill	2	3	36	5	1	4
6. Mentally Retarded, not Developmentally Disabled	3	4	60	9	3	13
7. Cerebral Palsy, not Developmentally Disabled	2	3	6	1	0	0
8. Epilepsy, not Develop. Disabled	0	0	3	0	0	0
9. Developmentally Disabled	0	0	0	0	0	0
a. Mentally Retarded	1	1	41	6	0	0
b. Cerebral Palsy	1	1	2	0	0	0
c. Epilepsy	0	0	2	0	0	0
10. Character & Personality Disorders	8	10	76	11	4	17
11. Addictive Disorders	1	1	15	2	0	0
12. Other Orthopedic or Medically Disabled LEARNING	58	73	412	60	11	48
13. Mulitply Disabled (more than one of the above)	7	9	291	42	8	35
14. Severely Disabled	22	28	356	52	12	52
15. Never worked	4	5	53	8	3	13
16. Minorities	1	1	20	3	0	0
17. Age under 18	3	4	9	1	1	4
18. Age 18 - 21	11	14	105	15	3	13
19. Age 22 - 54	59	75	564	82	17	74
20. Age 55 and over	0	0	21	3	1	4
21. No High School Diploma or equivalency	4	5	182	26	6	26
22. Special Education	5	6	104	15	4	17
23. Received public support	19	24	309	45	8	35
24. History of institutionalization	4	5	62	9	5	22

COMMENTS: BILLINGS, BUTTE, FLATHEAD, MISSOULA REHAB ONLY.

SRS—RSD—SP—18
(rev..4/83)
MIS FORM 6

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative/Visual Services Divisions

WORK ADJUSTMENT, SKILL TRAINING: CLIENT CHARACTERISTICS REPORT

MONTANA REHABILITATON FACILITIES – MIS

Facilities: BILLINGS WORKSHOP, BUTTE WORKSHOP, E.M.I., E.S.A.T.C., FLATHEAD INDUSTRIES, H.R.I.

Date: 9/1/85 Cumulative Period: 7/1/84 - 6/30/85

CHARACTERISTICS	COLUMN 1 LOSSES *		COLUMN 2 VOCATIONAL BENEFIT		COLUMN 3 TRANSFERRED, NO VOCATIONAL BENEFIT	
NOTE: (Nos. 1–12 Primary Disability only)	CUMULATIVE		CUMULATIVE		CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
TOTAL NO. OF PERSONS	2	100	57	100	64	100
1. Blind	0	0	0	0	0	0
2. Visually impaired	0	0	1	2	2	3
3. Deaf	0	0	0	0	1	2
4. Hard of hearing	0	0	4	7	2	3
5. Mentally ill	0	0	4	7	11	17
6. Mentally Retarded, not Developmentally Disabled	1	50	15	26	17	27
7. Cerebral Palsy, not Developmentally Disabled	0	0	0	0	0	0
8. Epilepsy, not Develop. Disabled	0	0	1	2	0	0
9. Developmentally Disabled:	0	0	0	0	0	0
a. Mentally Retarded	0	0	1	2	1	2
b. Cerebral Palsy	0	0	2	4	0	0
c. Epilepsy	0	0	0	0	0	0
10. Character & Personal. Disorders	0	0	8	14	11	17
11. Addictive Disorders	0	0	2	4	2	3
12. Other Orthopedic or Medically Disabled, LEARNING	1	50	19	32	17	27
13. Multiply Disabled (more than one of the above)	0	0	19	32	32	50
14. Severely Disabled	1	50	32	56	30	47
15. Never worked	0	0	4	7	7	11
16. Minorities	0	0	0	0	3	5
17. Age under 18	0	0	0	0	1	2
18. Age 18 - 21	0	0	13	23	24	38
19. Age 22 - 54	2	100	44	77	40	63
20. Age 55 and over	0	0	0	0	2	3
21. No High School Diploma or equivalency	1	50	13	23	16	25
22. Special Education	0	0	23	40	17	27
23. Received public support	2	100	20	35	21	33
24. History of institutionalization	0	0	8	14	19	30

COMMENTS: MISSOULA OPPORTUNITY NOT REPORTING
* TWO WORKSHOPS ONLY

SRS—RSD—SP—19
(rev. 4/83)
MIS FORM 7

MONTANA DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative/Visual Services Divisions

EXTENDED EMPLOYMENT: CLIENT CHARACTERISTICS REPORT
MONTANA REHABILITATION FACILITIES – MIS

Facilities: BILLINGS WORKSHOP, BUTTE WORKSHOP, E.M.I., E.S.A.T.C., FLATHEAD INDUSTRIES, H.R.I.

Date: 9/1/85 Cumulative Period: 7/1/84 - 6/30/85

CHARACTERISTICS	COLUMN 1 LOSSES		COLUMN 2 COMPETITIVE EMPLOY. OR TRANSFERRED		COLUMN 3 ALL OTHER CLOSURES	
NOTE: (Nos. 1–12 Primary disability only)	* CUMULATIVE		1 CUMULATIVE		1 CUMULATIVE	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
TOTAL NO. OF PERSONS	8	100	6	100	9	100
1. Blind	0	0	0	0	0	0
2. Visually Impaired	0	0	0	0	0	0
3. ~~Deaf~~ XXX LEARNING DISABLED	0	0	1	17	0	0
4. Hard of Hearing	0	0	0	0	0	0
5. Mentally Ill	2	25	1	17	1	13
6. Mentally Retarded, not Dev. Disab.	1	12.5	3	50	3	24
7. Cerebral Palsy, not Devel. Disabled	0	0	0	0	0	0
8. Epilepsy, not Develop. Disabled	0	0	0	0	0	0
9. Developmentally Disabled:	0	0	0	0	0	0
a. Mentally Retarded	1	12.5	0	0	0	0
b. Cerebral Palsy	0	0	0	0	0	0
c. Epilepsy	0	0	0	0	0	0
10. Character & personality Disorders	1	12.5	0	0	0	0
11. Addictive Disorders	2	25	0	0	1	13
12. Other ~~XXXXXXXXXXXXXXXXXXXX~~	1	12.5	1	17	4	50
13. Multiply Disabled (more than one of the above)	0	0	5	83	6	75
14. Severely Disabled	0	0	4	67	6	75
15. Never worked	0	0	2	33	1	13
16. Minorities	0	0	1	17	0	0
17. Age under 18	0	0	0	0	0	0
18. Age 18 - 21	0	0	1	17	0	0
19. Age 22 - 54	0	0	5	83	3	38
20. Age 55 and over	0	0	0	0	4	50
21. No High School diploma or Equiv.	0	0	3	50	4	50
22. Special Education	0	0	4	67	2	25
23. Received public support	0	0	3	50	2	25
24. History of institutionalization	0	0	1	17	1	13
25. Educable Mentally Retarded	0	0	3	50	5	63
26. Trainable Mentally Retarded	0	0	0	0	0	0

COMMENTS: MISSOULA OPPORTUNITY NOT REPORTING
* ONLY BILLINGS WORKSHOP FIGURES
1 FOUR (4) WORKSHOPS REPORTING

SRS—RSD—SP—20
(rev. 4/83)
MIS FORM 8

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Rehabilitative/Visual Services Divisions

EXTENDED EMPLOYMENT: CHARACTERISTICS OF CURRENT CLIENTS REPORT

MONTANA REHABILITATION FACILITIES – MIS

Facilities: BILLINGS WORKSHOP, BUTTE WORKSHOP, E.M.I., E.S.A.T.C., H.R.I.

Date: 9/1/85

CLIENTS CURRENTLY REMAINING IN EXTENDED EMPLOYMENT			
CHARACTERISTICS (Nos. 1–12 Primary disability only)		NUMBER	% OF TOTAL
TOTAL NUMBER OF PERSONS		23	100%
1.	Blind	1	4
2.	Visually Impaired	0	0
3.	Deaf	0	0
4.	Hard of Hearing	0	0
5.	Mentally Ill	11	49
6.	Mentally Retarded, not Developmentally Disabled	3	13
7.	Cerebral Palsy, not Developmentally Disabled	0	0
8.	Epilepsy, not Developmentally Disabled	0	0
9.	Developmentally Disabled:	0	0
	a. Mentally Retarded	1	4
	b. Cerebral Palsy	0	0
	c. Epilepsy	0	0
10.	Character and Personality Disorders	1	4
11.	Addictive Disorders	1	4
12.	Other Orthopedic or Medically Disabled	5	22
13.	Multiply Disabled (more than one of the above)	17	74
14.	Severely Disabled	17	74
15.	Never worked	4	17
16.	Minorities	0	0
17.	Age under 18	0	0
18.	Age 18 - 21	3	13
19.	Age 22 - 54	18	78
20.	Age 55 and over	2	9
21.	No High School Diploma or Equivalency	12	52
22.	Special Education	3	13
23.	Received public support	16	70
24.	History of institutionalization	12	52
25.	Educable Mentally Retarded	4	17
26.	Trainable Mentally Retarded	3	13
27.	In extended employment less than one year	11	48
28.	In extended employment one to two years	1	4
29.	In extended employment two years or more	11	49

COMMENTS: MISSOULA OPPORTUNITY, FLATHEAD NOT REPORTING

THE REHABILITATIVE AND VISUAL SERVICES DIVISIONS DO NOT HAVE THE NEED OF THE RESOURCES TO SUPPORT, (EITHER DIRECTLY VIA GRANTS OR INDIRECTLY THROUGH THE PURCHASE OF SERVICES LISTED BELOW) OTHER THAN THE FOLLOWING EIGHT REHABILITATION FACILITIES AT THE FOLLOWING ADDRESSES.

BILLINGS WORKSHOP
200 SO 24TH
BILLINGS MT 59101
PHONE 248-9115
SERVICES PURCHASED: VE,WAT,VR-EE

EASTERN MONTANA INDUSTRIES
BOX 636
MILES CITY MT 59301
PHONE: 232-3740
SERVICES PURCHASED: VE, WAT, VR-EE

HELENA INDUSTRIES
1325 HELENA AVENUE
HELENA MT 59601
PHONE: 442-8632
SERVICES PURCHASED: VE, WAT, VR-EE

FLATHEAD INDUSTRIES
305 THIRD AVE EAST
KALISPELL MT 59901
PHONE: 755-7676
SERVICES PURCHASED: VE, WAT, VR-EE

EASTER SEAL ADULT TRAINING CENTER
4400 CENTRAL AVENUE
GREAT FALLS MT 59401
PHONE: 727-3151
SERVICES PURCHASED: VE, WAT, VR-EE

MISSOULA REHABILITATION CENTER
EVALUATION UNIT
PROFESSIONAL VILLAGE
515 KENSINGTON 2A
MISSOULA MT 59801
PHONE: 728-0820
SERVICES PURCHASED: VE

BUTTE WORKSHOP
207 SOUTH MONTANA
BUTTE MT 59701
PHONE: 723-6501
SERVICES PURCHASED: VE, WAT, VR-EE

MISSOULA OPPORTUNITY WORKSHOP
1005 MARSHALL
MISSOULA MT 59801
PHONE: 543-3596
SERVICES PURCHASED: WAT, VR-EE

THIS POLICY DEALS ONLY WITH THE TREEE (3) SERVICES OF VE (VOCATIONAL EVALUATION), WAT (WORK ADJUSTMENT TRAINING) AND VR-EE (VOCATIONAL REHABILITATION EXTENDED EMPLOYMENT)

ATTACHMENT E
COMPLETED IN FALL, 1984

Introduction

An important component of the rehabilitation services array serving disabled persons is the rehabilitation facility (Ziarnik, 1982) facilities serving the handicapped have grown in importance over the years. An ongoing need for facilities has been and continues to be the acquisition and retention of trained personnel. One way to facilitate the skills of staff is to provide in-service training. This is particularly important in rural areas where the availability of a pool of qualified applicants may be restricted. Therefore, it is necessary to assess the needs of facilities for training.

As part of the ongoing effort to provide responsive in-service training in this region, the Regional Rehabilitation Continuing Education Program has conducted a needs assessment for rehabilitation facilities in this region. The assessment included a forty-five item questionnaire that asked respondents to rate in-service training areas. The data has been analyzed and results given on a regional and state by state basis.

Methodology

Sample

The purpose of the assessment was to establish training needs for rehabilitation facilities on a regional and a state by state basis. Rehabilitation facilities in each of the six states of Region VIII were identified and an assessment instrument was sent to each facility. A total of 136 facilities were contacted, and 82 facilities responded to the survey. However, 6 questionnaires were unusable leaving 76 respondents for a total of a 60% response.

Instrument Development

A needs assessment of this type needs to fit several criteria. First, it should be easy to use, readable and require as little staff time as possible to complete. Second, it should be inclusive so as to provide an appropriate range of responses. Finally, it should be consistent with other, similar, instruments. Therefore, the survey designed attempted to meet each of these criteria.

A grid-type survey form was designed in which respondents were asked to indicate a level of interest (none, low, moderate or high) on each of 45 response items. In addition to this, respondents were asked to indicate which of 9 personnel categories would most benefit from training. The response items (training topics) were selected from a variety of sources, including available literature, similar assessment instruments, and professionals in the field. The instruments were dated and mailed with a cover letter explaining the purpose of the study and instructions for filling it out.

Data Analysis

Information from returned surveys was transferred to a data storage unit and processed at the University of Northern Colorado's Computer Center. Data was analyzed using the Statistical Analysis System (SAS) that allows for the data to be analyzed using a variety of statistical tests. the data was encoded as it was received and sample recoding shows an insignificant amount of error.

Statistical tests used analyze the data were confined to means tests, frequency analysis and simple correlations analysis. Given the level of information sought, this type of analysis was deemed most appropriate for this data.

For the purpose of analyzing the data, interest level above moderate (mean greater than 3.0) was considered significant. This tends to skew results towards the upper end of the scale.

Results

Regional

Preliminary results indicate that the following areas represent areas of interest for facility training. Ranked by mean response the areas of interest are:

N=76

Interest Area	Rank	Mean
Modifying Aggressive Behavior	1	3.17
Personnel Management	2	3.16
Long Range Planning	3	3.16
Teaching Job Readiness Skills	4	3.07
Sales, Marketing	5	3.05
Job Development	6	3.04
Job Placement	7	3.02
Teaching Problem Solving Skills	8	3.02
Work Adjustment	9	3.01

In addition to this the percent of respondents that ranked the above areas as highest interest (4.0) for training are as follows:

N=76

Area	Percent ranked highest interest
Modifying Aggressive Behavior	50%
Personnel Management	36%
Long Range Planning	44%
Teaching Job Readiness Skills	38%
Sales, Marketing	42%
Job Development	46%
Job Placement	43%
Teaching Problem Solving Skills	41%
Work Adjustment	41%

The respondents indicted that there were three classes of personnel that were most likely to benefit from training: Administrators, Job Developers and Supervisors. This is a logical finding given that these three groups make up the majority of staff positions. Of these three positions, Administrators and Supervisors were most frequently mentioned.

Personnel Title	Indicated Need of Training (%)*
Supervisors	55%
Administrators	22%
Job Developers	12%
Placement Coordinators	10%
Vocational evaluators	7%
Special Educators	5%
Clerical	4%
Health Personnel	2%
Other (Case Managers, Residential Workers, Volunteers, etc.)	15%

*The total is more than 100% because more than one response could be checked.

Individual State Ranking

Slight variations in the ranking of interest areas was evident when the data was analyzed on a state by state basis. The following tables give interest area ranking and mean responses for each of the six states in this region.

Colorado

N=29

Interest Area	Rank	Mean
Modifying Aggressive Behavior	1	3.34
Long range Planning	2	3.13
Personnel Management	3	3.10
Marketing and Sales	4	3.06
Working with Parents	5	3.03
Fiscal Management	6	3.00
Work Adjustment	7	3.00
Teaching Job Readiness Skills	8	3.00
Task Analysis/Skill Training	9	3.00

Montana

N=6

Interest Area	Rank	Mean
Personnel Management	1	3.80
Sales and Marketing	2	3.60
Job Development	3	3.60
Work Adjustment	4	3.40
Management of Supervisors	5	3.40
Job Placement	6	3.40
Vocational Evaluation	7	3.40
Work Site Modification	8	3.30
Teaching Job Readiness Skills	9	3.10

North Dakota

N=10

Interest Area	Rank	Mean
Clients and Sexuality	1	3.50
Teaching Social Skills	2	3.40
Teaching Problem Solving skills	3	3.40
Case Management	4	3.40
Work Hardening	5	3.40
Long Range Planning	6	3.40
Modifying Aggressive Behavior	7	3.20
Teaching Job Related Skills	8	3.20
Personnel Management	9	3.20

South Dakota

N=9

Interest Area	Rank	Mean
Job Development	1	3.60
Job Placement	2	3.50
Teaching Problem Solving skills	3	3.50
Work Site Modification	4	3.50
Marketing and Sales	5	3.40
Work Hardening	6	3.30
Modifying Aggressive Behavior	7	3.30
Personnel Management	8	3.30
On the Job Training	9	3.30

Utah

N=18

Interest Area	Rank	Mean
Teaching Problem Solving	1	3.27
Long Range Planning	2	3.26
Teaching Job Related Skills	3	3.11
Vocational evaluation	4	3.11
Job Placement	5	3.05
Client Program Planning	6	3.05
Social Skill Training	7	3.05
Personnel Management	8	3.05
Modifying Aggressive Behavior	9	3.01

Wyoming

N=3

Interest Area	Rank	Mean
Sales and Marketing	1	3.66
Long Range Planning	2	3.66
Work Hardening	3	3.33
Time Management	4	3.33
Management of Supervisors	5	3.33
Stress Reduction Techniques	6	3.33
Modifying Aggressive Behavior	7	3.25
Job Club	8	3.25
Job Development	9	3.00

Discussion

Results from the assessment indicate that both on a regional as well as a state by state basis two broad training issues emerge. The first is Administrative related issues. From the regional data we have identified the following:

Interest Area	Rank	Mean
Personnel Management	2	3.16
Long Range Planning	3	3.16
Sales and Marketing	5	3.04

This finding is consistent with other studies of facility Administrators (Sawyer, Lorenz and Rubing, 1982) and reflect the need of management personnel, many of whom come from human services backgrounds without formal management training, to be trained in areas of business administration and management.

Another area important to facilities and increasingly important to the field as a whole is the preparation of clients to transition out of the workshop setting and into competitive employment. Again, from the regional data we have the following information:

Interest Area	Rank	Mean
Modifying Aggressive Behavior	1	3.17
Teaching Job Readiness Skills	4	3.07
Job Development	6	3.04
Job Placement	7	3.02
Teaching Problem Solving Skills	8	3.02
Work Adjustment	9	3.01

The above areas reflect an increasing need in facilities to acquire training and curricula to help prepare clients for competing successfully in the job market. Again, many facility personnel have little experience in techniques of job placement and job development.

Summary

The training needs assessment provides a basis for making decisions on facility in-service training. The purpose of the assessment is to be used as a guide by which regional initiatives as well as state training programs can be enhanced.

The assessment as it was constructed is not intended to contradict or replace training efforts already in place. Specifically, this region has an excellent facility administration project that has been instrumental in upgrading administrative personnel in rehabilitation facilities throughout the region. This assessment will provide additional information that can be useful in making training decisions.

More important, therefore, for the purpose of RRCEP training efforts is the second group of interest areas identified by rehabilitation facilities. Training efforts should be directed towards providing facilities with information and training on innovative techniques for job development, job placement, modifying aggressive behavior, social skills training, job readiness and work adjustment. These topics could be summarized under the broad area of the transition from sheltered to competitive employment, an increasingly important area for facilities.

Sub-Chapter 6

Establishment of Rehabilitation Facilities

46.6.601 LEGAL AUTHORITY (1) At this time the department neither owns nor operates its own rehabilitation facility, nor does it plan to. It does, however, contract with other facilities for services and it does make some of its funds available to public or other nonprofit agencies for

46.6.606 CONTROL OF EXPENDITURES (1) Where assistance is given to a public or a private nonprofit entity for the establishment of a rehabilitation facility, the department will exercise controls to see that funds are expended for the purposes intended. The facility will be supervised, including records, accounts and expenditures, through the use of reports, on-site visitations and other inspections by department representatives.

(2) Where financial assistance is given to a public or a private nonprofit entity for the establishment of a facility, funds will be expended by that entity in accordance with procedures and standards equivalent to those applicable to the department in making direct expenditures for similar purposes.

(3) The department will supervise all grants to ensure that grant conditions are met. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

Sub-Chapter 7

Special Services

46.6.701 GROUP SERVICES PROGRAM (1) The department provides a program of financial assistance for services and modifications to facilities which may be expected to contribute substantially to the rehabilitation of a group of handicapped persons some of whom are currently or potentially clients of vocational rehabilitation services.

(2) A service should not be developed or facility modified solely for the purpose of directly benefiting any one handicapped person.

(3) Preference will be given to services or facilities with the potential of benefiting the largest number of handicapped persons at a minimum cost to the department.

(4) These funds will be only utilized:

(a) to resolve a one-time problem, such as exists in the removal of architectural barriers or the purchase of equipment; and

(b) to provide transportation and instructional materials. (History: Sec. 53-7-102, 53-7-203 and 53-7-302 MCA; IMP, Sec. 53-7-102, 53-7-103, 53-7-203, 53-7-302 and 53-7-303 MCA; NEW, Eff. 1/3/77; AMD, 1984 MAR, p. 511, Eff. 3/30/84.)

Rules 2 through 4 reserved